

S | R | A

ANNUAL

GUIDANCE  
INDEX

1955

300 OF THE YEAR'S  
BEST GUIDANCE PUBLICATIONS

- Books, pamphlets, films, tests
- Listed for easy reference
- Emphasis on guidance and vocational information
- Carefully chosen from thousands of items published in 1954
- Selected to give genuine help to teachers, counselors, and students
- A large proportion of free and inexpensive materials

## ABOUT THE INDEX

This new *ANNUAL GUIDANCE INDEX* lists the best current material in education, with emphasis on guidance and its related fields and information about occupations. The items are divided under two main headings: *Guidance Publications*, which covers subjects such as counseling, personal adjustment, and vocational guidance; and *Occupational Information*, which covers specific jobs and careers. Both categories contain information of value to administrators, counselors, teachers, students, parents, and professional workers. Visual aids such as slidefilms and sound films are listed as well as tests and measurements. The films and tests are marked by symbols as indicated in the *guide to symbols* below. Any items specifically written for students are also marked by a symbol, but the symbol does not mean that these are the only items from which students can gain valuable information. If the item can be used by both teachers and students, no symbol is used. Every effort has been made to list as many free and inexpensive publications as possible and these items are also indicated by a symbol.

### GUIDE TO SYMBOLS

\*Free or inexpensive (50c or less)

†Specifically for students

‡Film

§Test

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## DIRECTIONS FOR USE

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in parentheses. This is followed by the date of publication, number of pages, and the price. The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Other SRA orders will have a postage and insurance charge.

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### 1955 Guidance Index

Prepared and edited by Noel and Mildred McQueen

Price \$1.50

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# GUIDANCE PUBLICATIONS

These publications are arranged alphabetically under headings covering general areas in the field of guidance and in education. Under these headings the materials are listed alphabetically by titles.

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## ABILITIES AND APTITUDES

**Issues in the Study of Talent.** Douglas W. Bray. (King's Crown Press, Columbia Univ., 2960 Broadway, New York 27.) 1954. 65 pp. \$2.00.

This monograph is the first in a series of *Human Resources Studies* to be made available by the Conservation of Human Resources project which was established by Columbia University in 1950. It evaluates the present state of knowledge with respect to the roles of intelligence, abilities, and personality in the development of talent and superior performance. Talent is defined as a superior ability, whether innate or acquired, and the role of the school and other types of learning and training in the development of talent are discussed. A pattern is outlined for further research into the subject.

## ADOLESCENCE

**\*The Adolescent in Your Family.** Children's Bureau, U. S. Dept. of Health, Education, and Welfare. (U. S. Govt. Print. Off., Washington 25, D.C.) 1954. 110 pp. 25c.

This booklet, although addressed to parents, will prove of value to anyone who is dealing with the problems of adolescents. It is a sourcebook of information on the subject, bringing together the counsel of outstanding experts on the interesting and sometimes troubling years of emergence from childhood to adulthood. *The Adolescent in Your Family* lays down no hard and fast rules to go by, but it will help adults to see children realistically, against the framework of the present day world.

**\*†Focus on Choices Challenging Youth.** A Discussion Kit. Series A. (The Natl.

Conference of Christians and Jews, 203 N. Wabash Ave., Chicago 1.) 1954. 30 pictures. 25c.

This kit contains five copies each of six different pictures illustrating some of the moral dilemmas faced by young people. The pictures are designed to stimulate discussion among students about adolescent problems and to promote serious thought about the solution of the problems. Suggestions for teachers and youth leaders on different ways of using the kit are included and on the back of each picture are questions which will help to guide the discussion.

**†Workbook in the Psychology of Adolescence.** Luella Cole and Others. (Rinehart & Co., 232 Madison Ave., New York 16.) 1954. 196 pp. \$1.90.

This workbook is designed for use in conjunction with standard texts in the study of adolescent psychology. In loose-leaf form many of the pages contain exercises in which the student fills in the answers to questions. The book is divided into thirteen units, each one of which begins with a list of pertinent reference materials followed by a list of special words or phrases essential to the work. The balance of each unit is taken up by the exercises. The workbook should be helpful to anyone interested in adolescent psychology.

## AUDIO-VISUAL AIDS

**Educators Guide to Free Films.** 14th annual ed. (Educators Progress Service, Randolph, Wis.) 1954. 566 pp. \$6.00.

This guide, completely revised and up to date, provides a comprehensive information service on currently available free films. It contains 2,982 titles, 684 of which were

not listed in previous editions. A short description of each film is included and three indexes at the end of the book under the headings, title, subject, and source make it easy to select the required films for any audio-visual program.

**Educators Guide to Free Slidefilms.** 6th annual ed. (Educators Progress Service, Randolph, Wis.) 1954. 209 pp. \$5.00.

This guide contains descriptions of 708 slidefilms currently available for audio-visual programs. Teachers and group leaders will find that the detailed cross indexing of the titles under subject, title, and source provides easy, ready reference to any subject required. Forty of the slidefilms listed may be retained permanently by the borrower to start a filmstrip library or to add to his present one.

**A Guide to Film Services of National Associations.** (Film Council of America, 600 Davis St., Evanston, Ill.) 1954. 146 pp. \$2.00.

This guide will prove of value to teachers, counselors, and youth leaders who are planning audio-visual programs. Completely cross-indexed as to subject, location, special interests and personnel, this book serves as a clearing house of information for 28 national organizations. Gathered from film producers, sponsors, distributors, local film councils, and community program planners, the data represents the most recent information available on motion pictures as well as other audio-visual materials.

## AUDIO-VISUAL EDUCATION

**The School Administrator and His Audio-Visual Program.** 1954 Yearbook. Charles F. Schuller, Ed. (Dept. of Audio-Visual Instruction, N.E.A., 1201 16th St., N.W., Washington 6, D.C.) 1954. 367 pp. \$3.75.

This book is concerned with the problems of school administrators in introducing audio-visual programs into their schools. Why should audio-visual materials be used? How can a school start an audio-visual program and tie it in with curriculum planning? These and many other pertinent questions are answered.

## BOY-GIRL RELATIONS

\***Everybody's Going Steady.** Rev. Raymond Wahl. (The Queen's Work, 3115 S. Grand Blvd., St. Louis 18, Mo.) 1954. 24 pp. 10c.

This pamphlet for Catholic boys and girls treats the subject of "going steady" in an informal way. Using the characters of Tom and Sue as examples, the author describes the risks boys and girls take when they have prolonged friendships. Double date, plan worthwhile things to do, stick to cokes and root beer, and have the right attitude of mind, are among Rev. Wahl's suggestions to young people.

**High School Wedding Bells.** Sarah Splaver. Socio-Guidrama No. 3. (Occupress, 489 Fifth Ave., New York 17.) 1954. 12 pp. 50c.

This guidance playlet tells of two young people who wish to marry. It sets the stage for audience participation in the discussion to follow the playlet. The booklet includes suggestions for the counselor who leads the discussion and lists some of the questions which may arise in the course of the discussion.

**†Your Dating Days. Looking Forward to Happy Marriage.** Paul H. Landis. (Whiteseay House, McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 155 pp. \$2.50.

For every teen-ager concerned with the problems of dating, courtship, and future marriage, this book will be a valuable guide. Some of the topics discussed are understanding the other sex, competition between the sexes, personality needs and dating, and deciding at what age to marry. Graphic charts, many of them based on opinion polls of young people, help give a clear picture of the subject.

## CHILD GUIDANCE

\***Building Self-Confidence in Children. Better Living Booklet.** Nina Ridenour. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

Here are many helpful suggestions for teachers and parents on how to provide the kinds of experiences that will help a child believe in his own worth as an individual and grow into a useful and emotionally secure adult. Also discussed are the kinds of experiences that will undermine belief in self and ways that teachers and parents can help children avoid them. The author points out that no single experience will either build or tear down self-confidence. It is the sum total of experiences that is important.

**The Encyclopedia of Child Care and Guidance.** Sidonie Matsner Gruenberg, Ed. (Doubleday & Co., Inc., 575 Madison Ave., New York 22.) 1954. 1,016 pp. \$7.50.

Here is a complete reference library on child care in one easy-to-use volume. Edited by a well-known authority on guidance and child care, the book is the most comprehensive work of its kind. There are over 1,000 entries, arranged alphabetically, as well as thirty chapters dealing with the basic aspects of child development and guidance. All subjects and chapters are cross-referenced so that the reader can get further information and at the same time grasp the close relationship of one subject to another. Illustrations, health charts, growth tables, and a built-in index add value and interest. Counselors, teachers, parents, and all who work with children will find the facts they want in this book.

**Guidance for Today's Children. Thirty-third Yearbook.** (Dept. of Elementary School Principals, N.E.A., 1201 16th St., N.W., Washington 6, D.C.) 1954. 278 pp. \$3.50. Quantity prices.

The fifty-one articles in this yearbook stress the importance of pupil guidance activities in the elementary school. Written by sixty-nine elementary-school principals, classroom teachers, and other specialists in the field from all sections of the country, the articles give helpful information on planning, organizing, and operating an effective guidance program. A comprehensive index makes it easy to select specific information from the many subjects discussed.

**How to Get Along with Children.** Frank Howard Richardson, M.D. (Tupper & Love, Inc., 1090 Capitol Ave., S.E., P.O.

Box 5109, Atlanta, Ga.) 1954. 172 pp. \$2.95.

Teachers, counselors, and parents will find in this book practical answers to the problems confronting every adult seeking a better way to guide and teach children of all age levels. Dr. Richardson discusses the changes that have taken place in our attitudes and philosophies toward child rearing and gives many helpful suggestions on modern child guidance.

**\*Motion Pictures on Child Life. Supplement No. 1.** U. S. Dept. of Health, Education, and Welfare. (U. S. Govt. Print. Off., Washington 25, D.C.) 1954. 16 pp. 15c.

This directory adds 58 titles of 16mm films to a list of more than 450 published in 1952 under the same title. The films are for adult consumption and are designed to meet the needs of parent-teacher and professional groups who work with children. Films deal with mental health, child development and play, handicapped children, and many other subjects. A brief description of each film and information as to whether it may be rented, bought, or borrowed are given. A list of distributors is also included.

**#Responsibility Can Be Taught. (A filmstrip.)** Committee on Individual Growth and Development. (Metropolitan School Study Council, 525 W. 120th St., New York 27.) 1954. 35 frames, color. \$6.50.

This filmstrip for teachers and parents shows how school and home can contribute jointly to teach a child responsibility. Teaching by example, by reasoning, and by giving the child definite tasks to do are some of the ways suggested. Included are instructions on how to use the filmstrip and a "Leader's Script" to be read as the pictures are shown.

**\*Understanding Hostility in Children. Better Living Booklet.** Sibylle Escalona. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This booklet will help teachers and parents to cope with the normal everyday problems of hostility in children. The job of parents and teachers is defined as twofold: (1) to

accept hostile feelings as a normal part of the child's emotional life and not to make him feel guilty about them; and (2) to help the child learn to control hostile behavior and to channel his feelings into socially acceptable outlets. Specific ways in which adults can teach children to learn to restrain hostile actions are discussed in detail.

## CITIZENSHIP

**†Blueprint for Our Democracy.** Natl. ed. Charles B. Hagan and Neil F. Garvey. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 60 pp. 84c. Quantity prices. Special Illinois edition. 80 pp. \$1.00. Quantity prices.

This new activity-textbook, written in an easy-to-read style, supplies students with valuable information about the actual operation of our democracy. Some of the helpful features are the essentials of the Declaration of Independence, the Articles of Confederation, the National Constitution, the Flag Code, and Election Laws and Machinery. National documents are analyzed and numerous checklists and questionnaires add interest for the student. The special edition for Illinois also includes the Illinois Constitution and additional information about the state government.

## COLLEGES AND UNIVERSITIES

**College and Private School Directory of the United States and Canada.** Paul Bauer, Ed. Rev. ed. (Educational Bureau Publishing Co., Inc., 14 E. Jackson Blvd., Chicago 4.) 1954. 462 pp. \$15.00.

This comprehensive work is a complete directory of the universities, colleges, and private schools in the United States and Canada. Carefully indexed for easy reference, the book provides teachers, counselors, and students with a fund of up-to-date information. An alphabetical classification gives a complete list of the types of schools, arranged by states, with information in each instance important to prospective students. In many instances editorials describing distinctive advantages follow the descriptions of the schools. At the end of the book is a

53-page guide to business firms and agencies which supply the needs of colleges and schools.

**A Handbook for High School Counselors.** Orville Nothdurft, Ed. (Dayton F. Grafman, Secretary, Assn. of College Admission Counselors, Natl. College of Education, Evanston, Ill.) 1954. 198 pp. \$1.00.

This handbook contains information on the colleges and universities belonging to the Association of College Admission Counselors — a total of about 180 institutions. Most of these institutions are located in the Midwestern states. There is information on the curriculum, admission requirements, opening dates, costs and housing, scholarships and other financial aids. The handbook also contains a code of ethics for college admission personnel.

**†How To Visit Colleges.** (The Natl. Vocational Guidance Assn., Inc., 1534 "O" St., N.W., Washington 5, D.C.) 1954. 23 pp. 25c. Quantity prices.

This handbook for students, counselors parents, and teachers emphasizes the importance of choosing the right college. Young people are encouraged to confer with their teachers and principals when making plans for their higher education and then to actually visit the colleges selected. Questions to ask and important points for the students to check and observe while on campus are suggested.

**Junior College Directory, 1954.** Compiled by C. C. Colvert and M. L. Baker. (Amer. Assn. of Junior Colleges, 1785 Massachusetts Ave., N.W., Washington 6, D.C.) 1954. 50 pp. \$1.00.

This booklet contains information on junior colleges in the United States and its territories, Canada, and other countries. It gives information on location, administrative head, accreditation, control or affiliation, faculty, and student body for approximately 600 junior colleges.

**Junior Colleges and Specialized Schools and Colleges.** 2nd ed. (Porter Sargent Publishers, 11 Beacon St., Boston 8, Mass.) 1954. 336 pp. Cloth \$3.30. Paper \$2.20.

This guide provides detailed information on 600 junior colleges and 1,100 professional, vocational, and avocational schools. A unique index, in addition to giving page numbers, lists names, addresses, and heads of all senior colleges and universities throughout the country.

## COMMUNITY PLANNING

\*†**Exploring Your Community. Junior Life Adjustment Booklet.** Ernest G. Osborne and Frances R. Harper. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 40 pp. 50c. Quantity discounts.

This booklet is a guide for young people in upper elementary and junior high school to help them find out about their own communities. Many checklists and charts show boys and girls how to uncover facts about the past and present of their community, to discover its good points, and to find out what some of the problems are. The booklet also shows boys and girls what they can do right now to help make their own communities better places in which to live.

## CORRESPONDENCE SCHOOLS

\***I. C. S. Vocational Guidance Manual.** (Internat'l. Correspondence Schools, Scranton 9, Pa.) 1954. 383 pp. Free to qualified guidance personnel.

The purpose of this manual is to illustrate how anyone may obtain further education in their spare time. Courses of home study offered by International Correspondence Schools for business and industrial careers are outlined. Included are approximately 300 standard courses made up of combinations of almost 2,000 different instruction units. The basic duties of each job for which a course is suggested are summarized, and recent information on the employment outlook is given.

**COUNSELING** (See also *Educational Guidance, Guidance Services, and Vocational Guidance*)

**Counseling Theory and Practice.** Harold B. and Pauline Nichols Pepinsky. (The

Ronald Press Co., 15 E. 26th St., New York 10.) 1954. 307 pp. \$4.50.

Primarily intended for an introductory course in counseling on the graduate level, this book will also interest practicing counselors. On the thesis that the counselor must combine research with his day-by-day practice, the authors demonstrate one way in which theory can be applied to actual counseling procedures. Illustrated with case studies, the book is an original and useful contribution to the professional literature of counseling.

**Counseling with Parents in Early Childhood Education.** Edith M. Leonard and Others. (The Macmillan Co., 60 Fifth Ave., New York 11.) 1954. 330 pp. \$3.75.

In this book the authors use a fictional character who is a prototype of teachers in many localities to tell their story. The book dramatizes the work of teachers everywhere who are striving in practical ways to carry out the principles of counseling and gives an account of their combined knowledge and experience. Guiding group meetings, the teacher's role in the conference, parent participation in the children's group, and viewing the child's progress through evaluation conferences, are some of the pertinent subjects discussed. Although the material is addressed mainly to those working with young children, the procedures suggested will apply throughout the elementary school.

**Counseling with Young People.** C. Eugene Morris. (Association Press, 291 Broadway, New York 7.) 1954. 144 pp. \$3.00.

This book is intended for use by those leaders who are working with young people and who are often called upon to act as advisors and counselors. It is a handbook for the average man and woman who wants to give helpful guidance to normal boys and girls. In addition, it will help increase the effectiveness of those who have already had considerable experience in such guidance. Purposes and methods of counseling, how to conduct the interview, how to evaluate your counseling progress with a boy or girl, and how to increase your counseling effectiveness are some of the topics discussed in a non-technical way.

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The material must be ordered direct from the issuing source.

**Techniques of Counseling.** Jane Warters. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 384 pp. \$4.75.

This book deals with instruments and procedures of special importance to counselors and teachers in student personnel work. The author is concerned with methods of guidance and how they may be applied to practical situations. Tests, inventories, observation reports, self-reports, cumulative personnel records, case studies, and case conferences are described, and each technique is critically evaluated. The information is up-to-date and includes all the latest developments and trends in student personnel work.

#### CURRENT AFFAIRS

\***How to Read the News.** Junior Life Adjustment Booklet. Per G. Stensland and Larry Dennis. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 40 pp. 50c. Quantity discounts.

Pupils in upper elementary and junior high school can learn to read a newspaper intelligently. *How to Read the News* explains how newspapers are made up and how news is gathered and printed. Many hints are given on how readers can determine if news is fact or fiction and how they can learn to detect such devices as hidden editorial policy, weighted news, and slanted headlines. The booklet shows how the reader himself as well as the editors, reporters, copy writers, typesetters and printers can change the news. The point is emphasized that a free press is important to our democratic way of life, and readers are shown the part they can play in keeping our press free.

#### CURRICULUM MATERIALS

**Elementary Teachers Guide to Free Curriculum Materials.** 11th annual ed. (Educators Progress Service, Randolph, Wis.) 1954. 332 pp. \$5.50.

This directory gives full information on the names, descriptions, and sources of the best free supplementary materials available. It is a complete, up-to-date list of free, selected teaching aids such as maps, bulletins, pamphlets, exhibits, charts, recordings, and books. The organization of the index, di-

vided into areas covering titles, subject matter, and source, and identified by different colored pages, makes for easy reference.

**Free and Inexpensive Learning Materials.** (Division of Surveys and Field Services, George Peabody College for Teachers, Nashville 4, Tenn.) 1954. 216 pp. \$1.00.

This comprehensive directory is designed to help the librarian, counselor, teacher, and pupil to collect current sources of information. It is the sixth edition of the work and contains 3,246 entries, about 50 per cent of which are new. With few exceptions, no item is listed which costs more than 50c, and each publication has been judged for accuracy, timeliness, and clarity.

#### DISCIPLINE

\***A Guide to Better Discipline.** Better Living Booklet. Othilda Krug, M.D., and Helen L. Beck. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

Is good discipline necessarily harsh? Should children have complete freedom of action? Or is there a middle way that will guide them toward eventual self-direction? These questions that often bother teachers and parents are discussed in this booklet. Ways of handling misbehavior are also discussed, and there are individual chapters devoted to discipline at home and discipline in the schoolroom. Written in a clear, non-technical style, with emphasis on constructive aims and sound standards, the booklet will be a valuable guidance aid for parents and teachers.

#### EDUCATION, ELEMENTARY

**The Emerging Self in School and Home.** L. Thomas Hopkins. (Harper & Bros., 49 E. 33rd St., New York 16.) 1954. 366 pp. \$4.50.

All those engaged in active educational service will be interested in this book. It presents a thoughtful analysis of the difference between the new and the old methods in education. The author approaches the

problems of educating the individual from birth through the elementary school in terms of discovered interests, and mental and emotional needs. The book is an effort to cope with existing deficiencies in teaching by treating learning as a phase of the child's biological growth process.

**Principles of Teaching in the Elementary School.** Freeman Glenn Macomber. (American Book Co., 55 Fifth Ave., New York 3.) 1954. 328 pp. \$3.75.

Educators will find that this book contains the basic principles of modern educational practice at the elementary and junior high school level. Told from the viewpoint of the classroom teacher, many examples of actual teaching situations are discussed. The chapters on reporting pupil progress and the teacher as counselor are especially valuable.

#### EDUCATION, GENERAL

**After High School — What?** Ralph F. Berdie. (The University of Minnesota Press, Minneapolis 14, Minn.) 1954. 240 pp. \$4.25.

Are our manpower resources being wasted and if so what factors are causing that waste? Why do some highly qualified students go to college and others not? This study of 25,000 high school seniors presents new evidence pertaining to the factors which actually influence college attendance. The influence of the cultural aspects of the home and family upon the educational ambitions of young people is measured. Many factors, such as parental occupations, parental attitudes toward college, and nationality origin are analyzed for their role in determining who goes to college and who doesn't. Throughout the study, the need for guidance is highlighted.

**Developing Programs for Young Adolescents.** (Assn. for Supervision and Curriculum Development, N.E.A., 1201 16th St., N.W., Washington 6, D.C.) 1954. 53 pp. \$1.00. Quantity prices.

This booklet presents certain principles considered basic to the development of educational programs for young adolescents. Examples of some programs already in successful operation are given and specific

ways of organizing and improving programs are suggested. All teachers and administrators who are seeking to build more productive school programs for young people in their teens will be interested in this booklet.

**\*Grouping—Problems and Satisfactions.** Reprint Service Bulletin No. 26. (Assn. for Childhood Education Internat., 1200 15th St., N.W., Washington 5, D.C.) 1954. 39 pp. 50c. Reprinted from 1953-54 issues *Childhood Education*.

The articles in this booklet discuss the grouping problems faced by the teacher in organizing his classroom. Each of the ten articles provides information on the subject of group planning. The perplexing "grade-level problem" is analyzed, and factual accounts from schools trying new grouping procedures will be of help to educators.

**Introduction to American Education.** Paul R. Mort and William S. Vincent. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 435 pp. \$4.75.

Here is a realistic treatment of American education written with a great understanding of current problems. Part One surveys the over-all picture of public education in America. Part Two sketches various aspects of the educational scene — the schools that are poor, those that are good, and those that have gone far in their progress toward an education of full power. Part Three describes forces operating in the evolution of the modern school, and a final section sums up the influence of these forces on education and forecasts the kind of educational institution that is emerging.

**Successful Teaching.** James L. Mursell. 2nd ed. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 321 pp. \$4.25.

The author of this book states that "successful teaching is teaching that brings about effective learning." Based on what is known about the psychology of learning, six principles which contribute to the effectiveness of learning — context, focalization, socialization, individualization, sequence, and evaluation — are discussed. Many examples and applications are used to illustrate the discussion.

**The Teacher-Pupil Relationship.** Robert Nelson Bush. (Prentice-Hall, Inc., 70 Fifth Ave., New York 11.) 1954. 252 pp. \$3.95.

For teachers and school administrators, this book provides a practical approach to the problems involved in the teacher-pupil relationship. The author scientifically analyzes teaching skill and shows how to measure and increase teaching competence. How much personal information should a teacher know about her pupils? What is the place of personal relationship in teaching? What effect do attitudes and interest patterns have on the teacher-pupil relationship? How does the administrator-teacher relationship affect the teacher's classroom performance? The answers given to questions such as these point toward a new standard of effective teaching.

**Teaching with Groups.** Ned A. Flanders and Others. (Burgess Publishing Co., 426 S. 6th St., Minneapolis 15, Minn.) 1954. 45 pp. \$1.00.

This booklet was planned to help teachers with the practical everyday problems of group work. Written by a number of Minneapolis Public School teachers under the direction of Ned A. Flanders, the booklet is a summary of their experiences in the field of group education. Many methods of teaching groups are discussed, and by the use of a series of questions and answers at the end of each chapter, suggestions are made that will be of practical value to others.

#### EDUCATION, SECONDARY

**Teaching Adolescents.** Gilbert C. Kettellkamp. (D. C. Heath and Co., 285 Columbus Ave., Boston 16, Mass.) 1954. 550 pp. \$5.00.

This book is designed to meet the needs of young men and women in the field of secondary school teaching. It will serve as a reference in the solution of problems which they meet day by day. Various aspects of classroom instruction, such as the selecting of objectives and the directing of learning activities, are emphasized. A chapter on guidance, discussed from the standpoint of the classroom teacher rather than the guidance specialist, outlines the responsibilities connected with this work.

**EDUCATIONAL GUIDANCE** (See also Counseling, Guidance Services, and Vocational Guidance)

**\*†A Guide to Logical Thinking. Life Adjustment Booklet.** William M. Shanner. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This Life Adjustment Booklet will help students develop habits of logical thinking. Starting with a discussion of how the different ways we use words affect our thinking, the author goes on to show how proper use of generalizations, theories, and deduction can aid us in thinking clearly. He also points out the pitfalls to avoid when using these techniques. The author further explains techniques which unscrupulous people may use in attempts to keep us from thinking logically and explains how superstition, prejudice, and strong feelings can blur our thinking.

**†So This Is College.** Paul H. Landis. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 205 pp. \$3.00.

This book is designed to ease the transition from school to college and may be used either in high school courses for seniors or in college freshman courses. The author points out that the problems which arise when a student enters college are not new. He cites cases to show how others have met these problems. Motivation, feelings of inferiority and guilt, social responsibility, and preparation for a job and marriage are among the topics covered.

#### EXCEPTIONAL CHILDREN

**Directory for Exceptional Children.** E. Nelson Hayes, Ed. (Porter Sargent Publishers, 11 Beacon St., Boston 8, Mass.) 1954. 96 pp. Cloth \$2.20. Paper \$1.10.

This directory contains information for teachers, guidance counselors, and social agencies about the facilities available to exceptional children. It is the first directory of national and local facilities and services that has been compiled. More than 390 special schools and facilities are described and over 300 psychiatric and guidance clinics for children are listed.

**\*New Hope for the Retarded Child.** Walter Jacob. Pamphlet No. 210. (Public Affairs Committee, 29 E. 38th St., New York 16.) 1954. 28 pp. 25c.

Teachers and parents will find in this booklet a sympathetic discussion of the problems of the retarded child. Examples illustrate definite cases and suggestions are given as to what to do about them. Certain misconceptions about the retarded child are discussed and many modern ways of helping these children are described.

**\*Teaching Rapid and Slow Learners in High Schools.** Bulletin 1954, No. 5, U. S. Dept. of Health, Education, and Welfare. (U. S. Govt. Print. Off., Washington 25, D.C.) 1954. 97 pp. 35c

This group project in secondary education represents the cooperative efforts of nine secondary-school specialists in the Office of Education. The bulletin presents a picture of the ways in which large high schools adapt teaching methods in different subjects for students who are not average. It should stimulate local schools to examine their own procedures with a view to improving them. Suggestions for using the bulletin are given and the concluding questionnaires should be useful to teachers and principals.

**Teaching the Slow Learning Child.** Marion F. Smith with Arthur J. Burks. (Harper & Bros., 49 E. 33rd St., New York 16.) 1954. 175 pp. \$2.75.

It is the belief of the authors of this book that more could and would be done for slow learning children if people knew the facts about them. They point out that many students with low IQ's can be taught all they need to know to become useful, self-supporting citizens if slow, patient methods are used. Mistaken beliefs about the so-called slow learner are discussed and Mrs. Smith, from her many years experience in teaching the slow learner, gives personal accounts of day-to-day activities in the classroom. This book will be valuable to all those who work with slow learning children.

## EXTRACURRICULAR ACTIVITIES

**\*How to Organize and Run a School Camera Club.** (Photography Magazine, School Service Dept., 366 Madison Ave., New York 17.) 1954. 28 pp. Free.

This booklet shows teachers and youth leaders how to help students interested in photography make the most of their hobby. Faculty guidance, membership requirements, organization, and what officers are needed for a workable camera club are some of the subjects discussed. Practical technical information about photography is supplied and suggestions are made for useful activities for members of the club to perform.

**Secondary School Activities.** Frederick C. Gruber and Thomas Bayard Beatty. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 18.) 1954. 307 pp. \$4.50.

This book emphasizes the importance of student participation in extra- and co-curricular activities in the field of secondary education. The secondary school as an educational agency to serve the entire community is stressed. Covering a wide range of subjects from social activities to camping, exchange students, and boy-girl relationships, the authors supply many specific suggestions for carrying out student activities successfully. As a summing up of information on student activities, this book should be a valuable aid to teachers and other workers in the field.

## FAMILY LIFE

**†About Marriage and You. Vol. 2, Family Living Series.** Marjorie C. Cosgrove and Mary I. Josey. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 104 pp. \$1.31. 98c each in quantities of 10 or more.

This combination activity-textbook is designed to help adolescents prepare for mar-

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The material must be ordered direct from the issuing source.

riage. It is the second volume of SRA's Family Living Series and may be used as a follow-up in senior high school to *About You*, a book about social and personal adjustment. The book covers (1) a brief history of marriage and families to the present, (2) personality development and social adjustment (specifically for older adolescents), (3) dating and courtship, (4) preparation for marriage, (5) marital adjustment, (6) child-planning and rearing, and (7) brief sections on divorce and childless marriage.

**\*Helping Youth Prepare for Marriage.** Edward D. Staples. (The Youth Dept., General Board of Education, The Methodist Church, Box 871, Nashville 2, Tenn.) 1954. 8 pp. 20c per dozen. \$1.00 per hundred.

This leaflet discusses in a practical way the subject of marriage and the ways in which young people can be helped to avoid unhappiness or divorce. The importance of sympathetic guidance and frank discussion in the home is stressed. Suggestions are made that will aid boys and girls to prepare for marriage and books for further study are listed.

**\*Your Marriage and Family Living.** Paul H. Landis. 2nd ed. (McGraw-Hill Book Co., 330 W. 42nd St., New York 36.) 1954. 388 pp. \$3.20.

This book is directed to boys and girls of high school age and to teachers whose problem it is to show students the importance of the right kind of home living. Economic problems, social values, moral goals, and marriage are among the topics discussed. Many supplementary aids in the form of pictographic charts and carefully selected photographs illustrate the text. A glossary of definitions of technical words, a list of visual aids, and references for further reading add value to the book.

#### GROWTH AND DEVELOPMENT

**Child Development.** Ilse Forest. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 291 pp. \$4.00.

This study of child development centers attention on the dynamics of child behavior and the role of environmental factors in de-

termining the course of child growth. The importance of adult and peer-group influence upon the child's concept of himself and his attitude toward others is a major theme. The book is the result of 25 years experience by the author in teaching child development and in working with children.

**GUIDANCE SERVICES** (See also Counseling, Educational Guidance, and Vocational Guidance)

**Guidance in a Rural-Industrial Community.** Amber Arthun Warburton. (Alliance for Guidance of Rural Youth, Dept. of Rural Education, N.E.A., 1201 16th St., N.W., Washington 6, D.C.) 1954. 249 pp. Cloth \$4.00. Paper \$3.00.

This book is a detailed account of the way in which the people of Harlan County, Kentucky, handled the problems of child guidance in their community. Tracing the history of Harlan County, the book describes the educational difficulties faced by a rural community as it becomes industrialized. Here is the story of the effectiveness of a guidance program started twenty years ago. Photographs and statistical charts are used to illustrate the text.

**Guidance Services.** J. Anthony Humphreys and Arthur E. Traxler. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 428 pp. \$4.75.

This book covers important guidance areas, such as: understandings basic to guidance work; administration of the guidance program; guidance tools and techniques; solving students' major problems; and the future of guidance services. It also offers concrete suggestions related to the organization and staffing of guidance services in the school. *Guidance Services* is the fourth book in the SRA Professional Guidance Series edited by Clifford P. Froehlich.

**Guidance Services in Elementary Schools.** Harold Wright Bernard and Others. (Chartwell House, Inc., 280 Madison Ave., New York 16.) 1954. 403 pp. \$5.75.

This volume is designed to give workable answers to the questions teachers ask about

guidance problems. The authors give information that will help teachers to emphasize guidance as a daily procedure in the classroom, and each chapter suggests a step that may be taken toward a functional understanding of the problem. Directed to both teachers on the job as well as those in training, this book shows the "why" and "how" of guidance services.

**Handbook for Homeroom Guidance.** Vivian Ross. (The Macmillan Co., 60 Fifth Ave., New York 11.) 1954. 132 pp. \$2.50.

This analysis of homeroom guidance by a classroom teacher who has had homeroom experience is designed to help other teachers who may be new in the field. Because the idea of group guidance is relatively new, many problems remain to be solved. This book shows how some of these problems can be handled and answers many of the perplexing questions that arise for the homeroom teacher.

**Student Personnel Work as Deeper Teaching.** Esther Lloyd-Jones and Margaret Ruth Smith, Eds. (Harper & Bros., 49 E. 33rd St., New York 16.) 1954. 361 pp. \$5.00.

This analysis of student personnel programs presents the thinking of twenty-five authorities on how these programs can help to round out the student's education. Selection of a college, orientation, student government, and moral and spiritual values are among the topics explored.

#### HEALTH AND HYGIENE

**Children in Focus, Their Health and Activity.** 1954 Yearbook. (Amer. Assn. for Health, Physical Education, and Recreation, N.E.A., 1201 16th St., N.W., Washington 6, D.C.) 1954. 277 pp. \$3.50.

Health and physical education teachers, and outdoor and recreation personnel will welcome this book. Twenty-four specialists in the fields of health education, physical education, and recreation education are its authors. The first two sections of the book give the essentials of child growth and de-

velopment. The remaining four sections discuss the various aspects of both the classroom and extracurricular programs of health, physical education, and recreation, including safety and outdoor education.

#### HUMAN RELATIONS

**The Nature of Prejudice.** Gordon W. Allport. (The Beacon Press, 25 Beacon St., Boston 8.) 1954. 537 pp. \$7.00.

Those who are seeking scientific guidance in the improvement of group relations will find help in this comprehensive study of prejudice. The author presents a psychological analysis of the factors that produce prejudice against individuals or groups and the manner in which this prejudice is revealed. Included are many specific examples and illustrations that serve to clarify the subject. In addition, the book offers a framework of organization into which future studies of prejudice may readily fit and shows how a growing knowledge of the problem can be applied to the reduction of group tensions.

#### JOB HUNTING

\***†Agency Boss and You.** Mary Anne Guitar. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 4 pp. 10c. Reprinted from *Mademoiselle*, June, 1954.

This reprint discusses job opportunities and whether girls are better off working through an employment agency or trying to get a job on their own. Helpful hints are given for and against both types of job hunting.

**Employment Service Handbook for 1954.** Juvenal L. Angel. (World Trade Academy Press, Inc., 11 West 42nd St., Suite 518, New York 36.) 1954. 141 pp. \$6.00.

This is a guide as to where and how to apply for a job. More than 1,500 personnel managers for concerns having an excess of 1,000 employees are listed in alphabetical order. They also are classified into more than 45 industries. Such questions as education and ability, the preparation of a resume, a good letter of application, and

essential hints for the interview and the filling out of the blank are discussed. A bibliography for job hunting is included.

**††Getting a Job.** Harry D. Kitson, Collaborator. (Encyclopedia Britannica Films, 1125 Central Ave., Wilmette, Ill.) 1954. 16 min., 16mm, sound. B & W \$75.00. 1 to 3 day rental \$3.50.

This educational film illustrates how to use job-hunting procedures such as the personal history, and letters of application and recommendation. It also explores the variety of leads which are open to high school students in search of a job.

**\*How to Land the Job You Want.** Jules Z. Willing. (Signet Key Book, The New American Library of World Literature, Inc., 501 Madison Ave., New York 22.) 1954. 192 pp. 35c.

Written by an authority on job hunting, this book covers the subject from all angles. Job hunting campaigns in person, by mail, and through agencies are outlined. From his own experience, the author gives many examples of proven methods of landing a job. How to write letters, fill out forms, and how to read and analyze want ads are other subjects covered in a way that will help anyone looking for work to apply for a job more effectively.

**\*Job Getting Aids.** (Big Brother Movement, 33 Union Square West, New York 3.) 1954. 4 pp. 25c.

This list refers job hunters to sources of information on jobs with organizations doing business in foreign countries, on summer jobs, and on jobs within this country. There are also references of value in preparing a resume and writing an effective letter of application.

**Pick Your Job and Land It.** Sidney and Mary Edlund. Rev. ed. (Prentice-Hall, Inc., 70 Fifth Ave., New York 11.) 1954. 320 pp. \$3.95.

This completely revised edition of a popular book supplies a practical program for job hunting. It helps the job hunter to analyze his talents and to choose his goals. Descrip-

tions of many successful job hunting campaigns will assist others in mapping out campaigns of their own and in getting the right job.

## JOB SATISFACTION AND SUCCESS

**\*How to Be a Success at Your Job in 1954.** Mary E. Campbell. (Glamour's Job Dept., 420 Lexington Ave., New York 17.) 1954. 4 pp. 10c. Reprinted from *Glamour*, January, 1954.

This reprint suggests taking stock of both yourself and your job if discouragement has gotten the better of you. Examination of long-range goals would seem to be the most important suggestion made. Other suggestions are a look at the way money is spent, the uses to which time is put, a close scrutiny of personal appearance, and a review of the good and bad points of the job. There are also hints for making the most of the present job and preparing for advancement.

**Success and Satisfaction in Your Office Job.** Esther R. Becker and Richard L. Lawrence. (Harper & Bros., 49 E. 33rd St., New York 16.) 1954. 149 pp. \$2.50.

This book describes specific "how to" techniques which can be applied to office jobs. It also looks beyond specific technical requirements and puts emphasis on those elements of personality and attitude that open the door to recognition, progress, and enjoyment in any office position. The advice will be helpful to every girl interested in an office job.

## JUVENILE DELINQUENCY

**Treatment of the Delinquent Adolescent.** Harris B. Peck, M.D., and Virginia Bellsmith. (Family Service Assn. of America, 192 Lexington Ave., New York 16.) 1954. 147 pp. \$2.00.

Using illustrative cases from their own experience in the New York City Court of Domestic Relations, the authors describe some of their efforts to reach and help delinquent adolescents and their parents. They

present new and experimental methods designed to overcome the resistance of troubled young people, and the techniques described are focused on helping those delinquents outside of institutions. Of particular interest is the creative use made of group techniques. All persons working with young people will find this challenging study of special value.

\***Understanding Juvenile Delinquency.** Ruth Wood Gavian. (Oxford Book Co., 222 Fourth Ave., New York 3.) 1954. 74 pp. 40c.

How can we prevent boys and girls from becoming delinquent? This book was prepared in the hope that young people themselves will become interested in the problems of juvenile delinquency. Juvenile problems and their causes as well as preventive measures are discussed. Although addressed to young people, this book will also be of help to the adults who guide them. Teachers, counselors, and youth leaders will find it interesting and informative.

\***Who's Delinquent?** David Goodman. Socio-Guidrama No. 10. (Occu-press, 489 Fifth Ave., New York 17.) 1954. 12 pp. 50c.

Are parents and neighbors partly responsible for juvenile delinquency? This question is posed in this guidance playlet. No pat answers are given but questions for discussion following the playlet will stimulate wholesome debate of the problems presented.

## LEARNING

**Modern Learning Theory.** William K. Estes and Others. (Appleton-Century-Crofts, Inc., 35 W. 32nd St., New York 1.) 1954. 379 pp. \$5.00.

This book discusses five theories which have for the past two decades seemed to occupy a dominant position in the field of learning. The five reports were written by members of a seminar that met at Dartmouth College. Although each author takes individual responsibility for the views expressed, the

reports are the result of studies and discussion by the entire seminar. An appraisal of the different theories in the area of learning and suggestions for the further development of learning are included in the reports.

## LIBRARIES

**Administering Library Service in the Elementary School.** Jewel Gardiner. 2nd ed. (American Library Assn., 50 E. Huron St., Chicago 11.) 1954. 160 pp. \$3.50.

This book will assist teachers, librarians, and administrators to get the most out of their elementary school library program. The function of the library in the modern elementary school, elementary school library personnel, reading guidance and library activities, and instruction in the use of books and libraries are some of the topics discussed.

††**Discovering the Library.** (A teaching film.) Mildred L. Batchelder, Educational Collaborator. (Coronet Films, 65 E. South Water St., Chicago 1.) 1954. 1 reel, sound, color \$110.00 or B & W \$55.00. Average daily rental, color \$4.00 or B & W \$2.00. Write Coronet for name of nearest rental library, preview or purchase.

This educational film introduces Bobby to the library. He learns how to enjoy the books and finds out about card catalogues and special book lists. Proper procedure in the library is an integral part of the film.

## LIFE ADJUSTMENT EDUCATION

\***A Look Ahead in Secondary Education.** Howard H. Cummings and Others. Bulletin 1954, No. 4. Office of Education, U. S. Dept. of Health, Education, and Welfare. (U. S. Govt. Print. Off., Washington 25, D.C.) 1954. 105 pp. 35c.

This booklet is the report of the Second Commission on Life Adjustment Education for Youth. The Commission tells of progress in various areas and describes related ac-

The material must be ordered direct from the issuing source.

tivities carried on in different states. Coming needs for secondary education are pointed out and ways to fulfill them are suggested.

## MENTAL HEALTH

**The Emotional Problems of Children: A Guide for Parents.** Harry Joseph, M.D., and Gordon Zern. (Crown Publishers, Inc., 419 Fourth Ave., New York 16.) 1954. 310 pp. \$3.75.

Here is practical help for parents, teachers, and counselors in dealing with the specific concerns of children from infancy through adolescence. Information on handling problems as they occur and avoiding maladjustments is presented in a simple, straightforward way. The first two sections of the book deal with all kinds of problems having an emotional basis, and the third section considers modern psychiatry and its special applications to young people. The last part of the book concerns preventive psychiatry and emphasizes ways of keeping children emotionally healthy and happy.

**The Mind Alive.** Harry and Bonaro Overstreet. (W. W. Norton & Co., Inc., 101 Fifth Ave., New York 3.) 1954. 333 pp. \$3.75.

In this book the Overstreets describe the personality characteristics that are necessary to emotional health. The authors outline the process of healthy personality growth and stress the importance of the emotion of tenderness, an emotion they call "indispensable," in this growth process. Instances of the misuse of knowledge of the human personality are cited, and creative ways of handling conflict between individuals and groups in modern life are described.

**††Personality and Emotions.** Joseph McVicker Hunt, Collaborator. (Encyclopedia Britannica Films, 1125 Central Ave., Wilmette, Ill.) 1954. 16 min., 16mm, sound. B & W \$75.00. 1 to 3 day rental \$3.50.

Suitable for high school audiences, this film gives an over-all picture of the development of the emotions from infancy through early childhood. It is designed to aid those

studying personality development and mental health.

**†The Power of Positive Thinking for Young People.** Norman Vincent Peale. (Prentice-Hall, Inc., 70 Fifth Ave., New York 11.) 1954. 214 pp. \$2.95.

This book for teen-agers is a revised edition of the author's best seller *The Power of Positive Thinking*. Dr. Peale talks to young people about the problems they face in their daily lives and offers a series of practical methods for solving them. You Make Your Own Happiness, Stop Fuming and Fretting, What to Do in a Slump, Trust Yourself, and Ten Ways to Solve Problems are outstanding chapter headings in this guide for young people.

**Random Target.** Nora Stirling. (Amer. Theatre Wing Community Plays. The Natl. Assn. for Mental Health, Inc., 1790 Broadway, New York 19.) 1954. 37 pp. \$5.00 per producing packet.

This sketch was written for presentation before parent-teacher groups and uses drama as an educational tool. Action centers around a crucial moment in the lives of parents who come to realize that their son's aggression results from buried resentments against them. The discussion guide by Nina Ridenour gives helpful techniques for the discussion leader who will want to help the audience clarify in their own minds the points made in the sketch. The producing packet consists of six scripts, one for each actor and one each for the director and discussion leader. Note: Performing rights in New York City and within a 50-mile radius thereof are reserved for the professional casts of the American Theatre Wing Community Plays.

**\*The Teacher and Mental Health.** U. S. Dept. of Health, Education, and Welfare. (U. S. Govt. Print. Off., Washington 25, D.C.) 1954. 20 pp. 15c.

This pamphlet, prepared by the National Institute of Mental Health, states the basic principles of emotional growth and human relations. A bibliography lists other avail-

able pamphlets, books, and films dealing with the subject of mental health.

\*†**What Are You Afraid Of? Life Adjustment Booklet.** Franz Alexander, M.D., and Francesca Alexander. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This is one of the first booklets written for teen-agers to attack the problem of fear and anxiety by using the insight of modern psychiatry. In a frank and helpful way, the authors discuss the hidden causes of many everyday fears and also present a method for handling them. In addition, they describe what happens when people suffer from extreme fears and anxieties and tell where such persons can go for assistance.

**What Every Child Needs for Good Mental Health.** (The Natl. Assn. for Mental Health, Inc., 1790 Broadway, New York 19.) 1954. 4 pp. Minimum of 100, \$1.10. Poster 15c.

This leaflet states briefly the fundamental needs of children to insure good mental health. Psychiatrically sound yet written in a simple style, the leaflet and accompanying bright-colored poster should be of value to teachers, counselors, and others who work with parents.

## MILITARY SERVICE

**A Guide to the Evaluation of Educational Experience in the Armed Services.** Rev. ed. and Supplement. (American Council on Education, 1785 Massachusetts Ave., N. W., Room 110, Washington 6, D. C.) 1954. 426 pp. \$5.00. Supplement. 47 pp. Apply.

Teachers and guidance counselors will find in this work information of value to students wishing to compute the credit value of their armed forces education. Courses conducted in the Army, Coast Guard, Marine Corps, Navy, and Air Force are outlined and recommendations for credit are given. Part One covers World War II courses and Part Two courses conducted

since 1946. The supplement adds other up-to-date information.

## MORAL VALUES

\*†**Let's Talk About Honesty. Junior Life Adjustment Booklet.** Thaddeus B. Clark. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 40 pp. 50c. Quantity discounts.

This Junior Life Adjustment Booklet gives the facts about honesty in a way that young people in upper elementary and junior high school can understand. It emphasizes the positive aspects of honesty and discusses in detail the problems of lying, cheating, and stealing. Also discussed are the following: how people fall into the habit of being dishonest; the difficulty, sometimes, of knowing the honest thing to do; and how to be honest with yourself.

## OCCUPATION, CHOICE OF

**How to Choose that Career: Civilian and Military.** S. Norman Feingold. (Bellman Publishing Co., P. O. Box 172, Cambridge 38, Mass.) 1954. 52 pp. \$1.00. Quantity discounts.

This guide will prove helpful to teachers, counselors, and students. The values of education as preparation for military service and civilian careers, educational opportunities in the armed forces, and ways of easing the transition from civilian to military life are among the topics covered by the author. The importance of self-knowledge to successful career planning and of good physical and mental habits to success is stressed.

## PARENT-CHILD RELATIONS

\***Confidence-Zero. Milton Schwabel. Socio-Guidrama No. 7.** (Occu-Press, 489 Fifth Ave., New York 17.) 1954. 12 pp. 50c.

This playlet deals with a problem faced by many teen-age students. Martin Brown lacks confidence at school and the playlet indicates that the cause of his trouble is in his home. Following the play, there are ques-

tions a counselor may ask that will add further light on the subject.

**††Getting Along with Parents.** Carl R. Rogers, Collaborator. (Encyclopedia Britannica Films, 1125 Central Ave., Wilmette, Ill.) 1954. 14 min., 16mm, sound. Color on special order \$125.00. B & W \$62.50. 1 to 3 day rental color \$5.00. B & W \$3.00.

Mutual respect between teen-agers and their parents is the subject of this film. Six high school students plan to visit a night club after a school dance and their parents oppose the project. The film points out that there are always two sides to a problem and that both sides have a right to be heard.

**\*A Guide to Successful Fatherhood. Better Living Booklet.** O. Spurgeon English and Constance J. Foster. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This booklet attempts to answer important questions all parents have about the role of the father in the family. Father's role in the family is woven together of many different roles — that of husband, parent, member of the world of work, citizen of the community, and as an individual with a particular personality and background of experience. How the father's role has changed over the years, what a father should know about the growth and development of children, and the problems he will most likely encounter are some of the topics touched upon.

**†Living with Parents.** Grace Sloan Overton. (Broadman Press, 161 Eighth Ave., N., Nashville 3, Tenn.) 1954. 138 pp. \$1.50.

This is a book for teen-agers who have growing-up problems in the home. Why do parents misunderstand their children and children misunderstand their parents? The author answers this question and tells what to do about it. From her wide experience in helping young people, Dr. Overton discusses parent-child relationships in connection

with dating, choice of career, marriage, homemaking, and religion.

**\*Mike, the Mechanic.** Sarah Splaver. Socio-Guidrama No. 5. (Occu-press, 489 Fifth Ave., New York 17.) 1954. 12 pp. 50c.

This guidance playlet presents the problems of a teen-age boy who wants to be a radio and TV technician. His mother wants him to go to college. The playlet offers no specific solution to the problem but aims at bringing about better understanding between young people and the adults who guide them. There are suggestions for the counselor who leads the discussion following the playlet.

## PARENTS AND TEACHERS

**Teacher-Parent Interviews.** Grace Langdon and Irving W. Stout. (Prentice-Hall, Inc., 70 Fifth Ave., New York 11.) 1954. 356 pp. \$5.25.

This book will help teachers at every grade level conduct more successful parent interviews. Avoiding dogmatic formulas, the authors give many valuable hints on talking with parents and show how such interviews aid in the instruction and development of the child. How to start an interview, what to say, and what to do in difficult situations are discussed in detail. The book also demonstrates the value of parent-teacher conferences, not only to the child, but to the parents, the school, and the teacher himself.

## PERSONALITY

**†How to Improve Your Personality.** Roy Newton and F. G. Nichols. 2nd ed. (Gregg Publishing Div., McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 216 pp. \$3.00.

This book goes beyond telling what personality is and how important it is. The authors have provided self-testing exercises and helpful self-directed activities which will help one improve one's personality. The point is made that the habit of acting and reacting properly in different situations is more important than merely knowing what is the right thing to do. Students will find

this book of great value while in school and a good book to refer to in adult life.

W. Norton & Co., Inc., 101 Fifth Ave., New York 3.) 1954. 357 pp. \$5.00.

## PHYSICAL EDUCATION

**School Athletics Problems and Policies.** (Educational Policies Commission, N.E. A., 1201 16th St., N. W., Washington 6, D. C.) 1954. 116 pp. \$1.00.

The purpose of this book is to increase understanding of athletic problems in our schools and to stimulate the fuller achievement of educational objectives in school athletic programs. The authors, a group of distinguished American educators, discuss the good to be derived from athletic programs. They also indicate concern for many questionable practices in our schools today. In conclusion, the authors make concrete proposals to school administrators, which, if followed, will help to maintain a constructive school athletic program.

This book brings together the findings of psychoanalysis and relates them to the education of the child. The contributions of psychoanalytic research to understanding of the learning process are discussed in detail. The author also describes various teaching systems and warns against two extremes—the traditional, very strict method which forces the child too suddenly to accept reality, and the very progressive system which allows the child to avoid unpleasant reality as long as possible.

## PRIVATE SCHOOLS

**Private Independent Schools.** James E. Bunting, Ed. 7th ed. (James E. Bunting, 12 N. Main St., Wallingford, Conn.) 1954. 787 pp. \$5.00.

This directory is a careful compilation of facts about private or independent schools. Boarding schools, day schools, junior colleges, and special schools of vocational nature, with or without church affiliations, are included. In all, 900 schools are listed and 45 states and territories are represented. Information bearing on location, size, cost, management, faculty, enrollment, curriculum, and recreational program will aid counselors, teachers, and parents in school selection. Recently, the publisher has established an advisory service as a supplement to the directory. Teachers and counselors are invited to refer parents to this service.

## PSYCHOLOGY

**Learning Theory, Personality Theory, and Clinical Research.** The Kentucky Symposium. (John Wiley & Sons, Inc., 440 4th Ave., New York 16.) 1954. 164 pp. \$3.50.

The eleven lectures recorded in this volume were given under the auspices of the Department of Psychology in the College of Arts and Sciences of the University of Kentucky. The purpose of the papers is to encourage current tendencies leading toward a closer integration of the three discrete branches of American psychology — learning theory, personality theory, and clinical research. The authors are distinguished experts in psychology and their collective treatments of the subject provide an interesting and original account of the most recent thinking in the field.

**Psychology.** William J. Pitt and Jacob A. Goldberg. (McGraw-Hill Book Co., 330 W. 42nd St., New York 36.) 1954. 414 pp. \$4.50.

The purpose of this book is to present basic psychological truths in such a way that the reader can apply them to his own experiences. Written for young people who may be studying psychology for the first and perhaps only time, information is given that can be applied at home, in study, at work, and in the community. Teacher's aids, selected readings, quiz questions, and group discussion aids follow each chapter.

## PSYCHIATRY

**Psychoanalysis and the Education of the Child.** Gerald H. J. Pearson, M. D. (W.

The material must be ordered direct from the issuing source.

## PSYCHOLOGY, EDUCATIONAL

**Educational Psychology.** Lee J. Cronbach. (Harcourt, Brace and Co., 383 Madison Ave., New York 17.) 1954. 628 pp. \$7.50.

This book focuses attention on the essential principles of educational psychology and shows how they can be applied to the practical problems of the classroom. Among other subjects, the author discusses the learning process, differences in readiness, judging performance, and personality structure and character development. Many case studies, augmented by 97 illustrations and 28 tables, show recent advances in educational theory.

**Introduction to Educational Psychology.** H. H. Remmers and Others. (Harper & Bros., 49 E. 33rd St., New York 16.) 1954. 435 pp. \$4.00. Study Manual, \$2.00.

In line with recent educational trends, the authors of this book approach the subject of educational psychology by using the concept of adjustment as the frame of reference for their presentation. They discuss what determines the adequacy of the child's adjustment, to what extent its forms can be identified, and how it is influenced by conditions in the home, school, and community. This new approach to the subject will prove of interest to many teachers and counselors. The practical Study Manual provides a great variety of helpful projects and study aids.

**Psychology of Learning and Teaching.** Harold W. Bernard. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 436 pp. \$5.00.

Here is a comprehensive yet simple treatment of the fundamental principles of educational psychology. Throughout the book practicality is the keynote. The author emphasizes recent interpretations of the nature of adolescence and the influence of the cultural setting on learning. Learning as a growth process, the nature of the learner, and improving the teaching-learning situation are subjects covered. Illustrative charts and a list of available teaching films add value to the book.

## PUBLIC EDUCATION

**\*Financing Public Education in the Decade Ahead.** (Natl. Citizens Commission for the Public Schools, 2 W. 45th St., New York 36.) 1954. 62 pp. Single copies, free. Quantity prices on request.

This report endeavours to summarize significant basic facts relating to the support of public education in the United States and then to suggest desirable policies for a program of financial support for public education. Statistics on population increase and the growing cost of education are examined, and a series of tables project these figures to the year 1965.

**\*How Do We Pay for Our Schools?** (Natl. Citizens Commission for the Public Schools, 2 W. 45th St., New York 36.) 1954. 76 pp. Single copies, free. Quantity prices on request.

This publication is a guidebook for school administrators and others who have to cope with the problems arising from the high cost of education. The booklet shows the relationship of education costs to other public service costs, where the school dollar goes, how much money is needed, where the money comes from, and how the reader can use this information to solve school financial problems.

## READING

**\*Books of the Year for Children.** (Child Study Assn. of America, 132 E. 74th St., New York 21.) 1954. 12 pp. 25c.

The books on this list were selected by the Children's Book Committee from among the children's books published in 1953. The titles are grouped into anthologies, Christmas stories, religious interests, the world, nature and science, activities and the arts, reprints and new editions, and into age classifications from under 5 years to 12 years and over.

**Foundations of Reading Instruction.** Emmett Albert Betts. (American Book Co., 55 Fifth Ave., New York 3.) 1954. 757 pp. \$6.00.

The central theme of this book deals with the problem of the elementary school teacher: how to identify individual needs and how to provide for them in the classroom. Teaching procedures are outlined on the basis that reading is only one facet of language. Emphasis is placed on six major areas: (1) differentiated guidance, (2) general language development, (3) reading readiness, (4) semantic, or meaning basis of language, (5) social basis of language, and (6) systematic sequences. Photographs of school activities have been included to demonstrate many of the procedures recommended.

**Helping High-School Students Read Better.** Elizabeth A. Simpson. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Cloth \$3.60. Paper \$2.95.

The purpose of this book is to assist in the establishment of a reading improvement program for high-school students. The author, Director of the Reading Service at Illinois Institute of Technology, has included many practical how-to-do-it suggestions and examples of successful reading improvement programs that are under way in high schools at the present time.

\***Janie Learns to Read.** (Dept. of Elementary School Principals, N.E.A., 1201 16th St., N. W., Washington 6, D. C.) 1954. 40 pp. 50c. Quantity prices.

This handbook explains modern methods of teaching reading. There are clear descriptions of teaching tools such as experience charts, wall charts, the Readiness Book and the Pre-Primer, and the beginning of phonetics. In addition, clever illustrations will help teachers and parents to work together with the child who is learning to read.

\*†**The Magic World of Books.** Junior Life Adjustment Booklet, Charlamae Rollins. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 40 pp. 50c. Quantity discounts.

This booklet was written to help boys and girls in upper elementary and junior high

school find the books they would like to read. Many different kinds of books for the many different kinds of interests of boys and girls are discussed. There are books about people, hobbies, life in other lands, career stories, and many others. Also covered are the steps to take in finding and selecting books. A comprehensive bibliography of selected books adds value.

**Patterns in Reading. An Annotated Book List for Young People.** Jean Carolyn Roos. (American Library Assn., 50 E. Huron St., Chicago 11.) 1954. 138 pp. \$2.00. Quantity prices.

This volume, planned for young people and the adults who work with them, offers a technique in reading guidance. Through suggested "patterns" that develop the related ideas in books around the reader's interests, young people are helped to discover books they enjoy and interests they would like to explore. The "patterns" are not planned only for "fast" or for "slow" readers but for all types of readers and for those interested in developing readers. Books are listed in groups in different interest areas and over 100 interests are included. After the title of each book is a thumbnail sketch of its contents.

\***Reading Abilities: Averages and Deviations.** Emmett Albert Betts. (Reading Clinic, Dept., of Psychology, Temple Univ., Philadelphia 22, Pa.) 1954. 4 pp. 10c. Reprinted from *Education*, January, 1954.

This article discusses the sex differences in reading between boys and girls and states that "boys are more likely to have a speech and/or reading disability than girls are." The author discusses, too, even greater differences that exist — among boys or among girls — and presents the ranges of reading abilities from the age of six on up which will be of interest to elementary school teachers. The necessity for providing for these individual differences is emphasized.

**The Techniques of Reading.** Horace Judson. (Harcourt, Brace and Co., 383 Madison Ave., New York 17.) 1954. 406 pp. \$4.75.

This scientific guide and manual of instruction in the skill of reading is built on the research and experiments of specialists who have improved the reading of thousands of students. Training techniques such as eye exercises, pre-reading, and skimming form an important part of the text. The main purpose of the book is to improve the reader's comprehension of what he reads and at the same time increase his speed of reading.

Rev. ed. (Russell J. Fornwalt, Big Brother Movement, 33 Union Sq., W., New York 3.) 1954. 4 pp. 25c.

This pamphlet, listing over fifty sources of information about scholarships, will be of service to educational and vocational counselors. The books, pamphlets, and other sources listed have been brought up to date in this revised edition.

## RECREATION

\***How Children Play . . . for Fun and Learning.** Better Living Booklet. Jean Schick Grossman and Eda J. LeShan. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This Better Living Booklet for teachers, youth leaders, and parents explains the importance of play as learning experience for children. It analyzes the play situation as it changes from solitary to group play as the child progresses from infancy through adolescence. Other topics discussed are the recreation needs of the ill child, the child who plays alone, the effect of TV and comics on children's behavior, and the importance of family and community recreational opportunities for the growing child.

**The Sargent Guide to Summer Camps.** 9th ed. (Porter Sargent Publishers, 11 Beacon St., Boston 8, Mass.) 1954. 127 pp. Cloth \$2.20. Paper \$1.10.

This directory lists 600 private camps throughout the country. Enrollment, tuition, special features, summer and winter addresses of directors are given. The camps are classified by types for age groups and those specializing in different sports or having Counselor in Training Programs, Work and Farm Programs, and Tutoring are featured.

## SEX EDUCATION

†**Into Manhood.** Roy E. Dickerson. (Association Press, 291 Broadway, New York 7.) 1954. 116 pp. \$2.00.

This book, for boys in the pre-teen and early teen years, describes and explains the physical and emotional changes which accompany adolescence. Incorrect ideas regarding the facts of maturation and reproduction are discussed and scientific facts substituted for misconceptions. The author emphasizes throughout the wisdom of building for the future with high standards of behavior.

## SOCIAL AND PERSONAL ADJUSTMENT

\*†**Better Start with Good Grooming Unit.** (Educational Service Dept. C, Bristol-Myers Products Div., Bristol-Myers Co., 45 Rockefeller Plaza, New York 20.) 1954. Free.

This unit contains a manual, two wall charts, a poster, and leaflets for boys and girls. Teachers and guidance workers may specify the number of leaflets needed to supply the boys and girls in their group and the publisher will supply them. Included in the unit are suggestions for group activities on general fitness, details on good grooming, a personal care checklist, and scientific background material for grooming study. Teachers and students alike will find this unit to be both interesting and useful.

## SCHOLARSHIPS AND FELLOWSHIPS

\***Scholarship Information Sources for Educational and Vocational Counselors.**

**Children's Social Values. An Action Research Study.** Arthur W. Foshay, Kenneth D. Wann, and Associates. (Bureau

of Publications, Teachers College, Columbia University, New York 27.) 1954. 323 pp. \$3.50.

The findings in this book show how one group of teachers worked together to improve their understanding of children's social values. Written by a group of teachers in Springfield, Missouri, in collaboration with three consultants from the Horace Mann Lincoln Institute of School Experimentation, the report describes what the group learned about the social attitudes and values of the children they were teaching and tells how they went about this. Even though the study by this group was confined to one town, their method of trying to cope with problems and the conclusions they arrived at should be of benefit to all those who work with children.

†**Clothes and You: Line and Proportion.** (A teaching film.) Gladys L. Butt, Educational Collaborator. (Coronet Films, 65 E. South Water St., Chicago 1.) 1954. 1 reel, sound, color \$110.00 or B & W \$55.00. Average daily rental, color \$4.00 or B & W \$2.00. Write Coronet for name of nearest rental library, preview or purchase.

This film for high school girls shows them how to choose clothes that "do the most" for them. General body types are illustrated, and a series of "right and wrong" demonstrations show certain principles relating to line and proportion that girls can apply for wise clothing choices.

\***†Guide to Good Grooming. Life Adjustment Booklet.** Patricia Stevens. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This Life Adjustment Booklet is divided into two major sections — one dealing with girls' grooming problems, the other presenting those problems in grooming most important to boys. In the girls' section, special attention is paid to figure problems, complexion and hair care, to the importance of such little things as manicures and spectacle frames, and to the choice and care of

clothing. Boys will find information on such topics as health practices, personal cleanliness, shaving, and proper dress for dates, school, and work.

\***Helping Children Adjust Socially. Better Living Booklet.** Paul H. Landis and Joanne Haer. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This booklet tells how teachers and parents can help children to adjust socially to their immediate environment. The authors feel that it is important to help the child change what can be changed, accept his limitations, and focus on the improvement of his strong points. Various sections of the booklet deal with helping children adjust in school, special problems of adjustment, and helping the child who is socially inadequate.

†**He-Manners.** Robert H. Loeb, Jr. (Association Press, 291 Broadway, New York 7.) 1954. 183 pp. \$2.95.

Written in a humorous style and aided by the amusing cartoons of Robert Yahn, this book offers the average young man hundreds of tips on manners for everyday living. Practical information is given on subjects such as dress, letter writing, conversation, dating and dining, and driving etiquette. These and other problems of behavior are treated in such a way that teenagers will enjoy reading about them.

†**How To Be a Successful Teen-Ager.** William C. Menninger, M. D., and Others. (Sterling Publishing Co., 215 E. 37th St., New York 16.) 1954. 256 pp. \$2.95.

This book, written under the auspices of Science Research Associates, and adapted from several of their *Life Adjustment Booklets*, gives practical information to teenagers about their problems. In an easy-to-read style, the authors have answered many of the questions asked by most boys and girls in their teens. *Understanding Yourself*,

The material must be ordered direct from the issuing source.

How to Increase Your Self-Confidence, Making and Keeping Friends, Dating Days, and Understanding Sex are some of the subjects discussed. Realistic examples and attractive illustrations add value to the book.

more healthful adjustments to the everyday problems of living and growing.

**†Manners Made Easy.** Mary Beery, Rev. ed. (Whittlesey House, McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 333 pp. \$3.50.

This new edition of *Manners Made Easy* offers young people up-to-date material on etiquette for every day in the year. There is discussion of new and changed modes of conduct. Modern, down-to-earth information on grooming, posture, health, clothes, speech, correct behavior at home, at school, in public, while traveling, at social affairs, on dates, and at the table, is given with emphasis on kindness and consideration as the basis for all social conduct. Sixty-six new photographs illustrate the discussion, and self-analysis tests at the end of each chapter add interest for teen-agers.

**\*†Money Management for Young Moderns.** Verna Goessl, Ed. (Consumer Education Dept., Household Finance Corp., 919 N. Michigan Ave., Chicago 11.) 1954. 20 pp. 10c mailing cost.

This booklet, designed to teach money management to teen-agers, stresses the importance of planning ahead before spending money. Simple charts are provided for the setting up of a budget and ways of earning, saving, and spending money wisely are discussed.

**†Teen-Agers.** Gladys Jenkins, William Bauer, and Helen Shafer. (Scott, Foresman and Co., 433 E. Erie St., Chicago 11.) 1954. 288 pp. plus 8 pp. "Trans-Vision" section on human body. \$3.60.

A problem-solving approach and unusual visual aids are features of this guidance and health book for high school boys and girls. Current teen-age problems are handled in five sections dealing with personality, social living, body growth and care, family relationships, and "looking ahead." Many of the techniques used will help boys and girls understand themselves better and make

## STUDY TECHNIQUES

**The Improvement of Study Habits and Skills.** Arthur E. Traxler. Bulletin No. 41. Rev. ed. (Educational Records, Bureau, 21 Audubon Ave., New York 32.) 1954. 39 pp. \$1.00.

A study-improvement program is the subject of this bulletin. Written for teachers and counselors, the bulletin provides a brief practical summary of procedures to help pupils learn to study more effectively and of devices for evaluating study habits and skills. A sample checklist on study habits and a bibliography for further reading add to the booklet's value.

## TESTING AND EVALUATION

**Judging Student Progress.** R. Murray Thomas. (Longmans, Green and Co., 55 Fifth Ave., New York 3.) 1954. 421 pp. \$4.50.

This book presents effective ways of evaluating children's growth in the classroom. The construction of classroom tests, how to observe and record children's behavior accurately, and how to judge children's social relationships are among the topics covered. Also discussed is the organization of an over-all evaluation program. The evaluation techniques included in this book were developed from procedures actually used by effective elementary and junior-high school teachers.

**Measurement and Evaluation in the Secondary School.** Harry A. Greene and Others. Rev. ed. (Longmans, Green and Co., 55 Fifth Ave., New York 3.) 1954. 690 pp. \$5.00.

Written from the point of view of the classroom teacher, this book is planned to provide a straightforward and understandable discussion of the fundamental ideas and techniques of evaluation in the classroom. Evaluation and measuring devices are treated in detail, and new material on the measurement of personality, performance

tests, and evaluative tools is presented. Informative charts and drawings are used to illustrate the text.

**Measurement in Today's Schools.** C. C. Ross and Julian C. Stanley. Rev. ed. (Prentice-Hall, Inc., 70 Fifth Ave., New York 11.) 1954. 485 pp. \$5.00.

The emphasis here is not so much on a description of the tools of testing and measurement as it is upon their intelligent use and interpretation. Teachers and administrators will find much useful information on the subject for both the elementary and high school level. The construction of teacher-made tests, steps in the testing program, and measurement in instruction are important areas covered. Many tables and examples illustrate the text and a comprehensive system of indexing makes the material easily available.

**Psychological Testing.** Anne Anastasi. (The Macmillan Co., 60 Fifth Ave., New York 11.) 1954. 682 pp. \$6.75.

This book provides a comprehensive view of current tests and testing problems and should aid in the proper understanding and interpretation of test scores. In a real sense, the book evolved in the classroom because much of the discussion centers around the recurrent questions which students ask about tests. Teachers and counselors will be especially interested in the two chapters on achievement tests and the chapters on group intelligence and aptitude tests.

**\*SRA High School Testing Programs.** (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 8 pp. Examination copies free. Quantity prices.

How, when, and where should tests be used in high school? This new booklet presents, in chart form, major SRA test batteries and is designed to help high schools plan an integrated, four-year testing program. It will guide educators in setting up new or revised testing programs and in selecting tests in accordance with the needs of individual schools. Six basic batteries are presented as well as the following special-purpose plans: curriculum evaluation, subject-area achieve-

ment, reading improvement, educational and personal guidance, and vocational planning. These five plans concentrate on various areas which individual schools may wish to emphasize.

**\*What Tests Can Tell Us About Children. Better Living Booklet.** J. Wayne Wrightstone. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. 50c. Quantity discounts.

This booklet is designed to help teachers and parents understand how better use can be made of psychological tests. Different kinds of tests and new developments in the testing field are discussed in detail. The author shows how tests can be measured as to reliability and validity and how school people can plan a program that will make the best use of test results. The point is emphasized that specific tests, used in conjunction with other materials, can give teachers and parents a more complete picture of the child.

## TESTS

**\$Barrett-Ryan-Schrammel English Test.** E. R. Barrett and Others. New ed. (World Book Co., Yonkers-on-Hudson, N. Y.) 1954. Specimen set, 35c.

This measure of proficiency in English contains five subtests covering the *Sentence*, *Vocabulary*, *Punctuation*, *Functional Grammar*, and *Pronunciation*. The range is grades 9-12 and college freshmen.

**\$Blyth Second-Year Algebra Test—Revised Manual.** M. Isobel Blyth. (World Book Co., Yonkers-on-Hudson, N. Y.) 1954. Specimen set, 35c.

This new manual supplies specific directions for administering, scoring, and interpreting results of the *Blyth Second-Year Algebra Test*. The test is for use at the end of the typical second-year course in algebra. It measures competence in the basic skills of algebra and ability to understand and apply algebraic facts and concepts. Fifty-five items are included, and the working

time for the test is 45 minutes. Scoring may be done by hand or machine.

**§Cooperative General Achievement Tests.** Rev. ed. (Educational Testing Service, 20 Nassau St., Princeton, N. J.) 1954. Specimen set, 50c.

These achievement tests, based on the content of high school courses, are useful in counseling high school seniors and entering college freshmen concerning the choice of college majors. The tests provide not only comparisons of the achievement of the person being studied with that of other persons of similar backgrounds, but also a picture of the relative strengths and weaknesses of the student in the subjects tested. *Test I* measures proficiency in the field of social studies, *Test II* in the field of natural science, and *Test III* in the field of mathematics. Administration is simple and scoring may be done either by hand or machine. Separate answer sheets are provided for each test.

**§The Drake Musical Aptitude Tests—for Ages 8 to Adult.** Raleigh M. Drake. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Specimen set, \$6.95.

These tests will aid teachers and counselors to determine whether or not pupils possess sufficient musical aptitude to warrant making plans for careers in music. To do well the student must depend on inherent aptitude rather than musical training. Two critical aptitudes, musical memory and musical rhythm, are measured. Tests may be administered either on an individual or group basis, and can be used effectively on elementary, high school, and college levels. A specimen set includes a self-scoring memory test answer pad, a self-scoring rhythm test answer pad, an examiner manual and a microgroove LP phonograph record.

**§Edwards Personal Preference Schedule.** Allen L. Edwards. (The Psychological Corp., 522 Fifth Ave., New York 36.) 1954. Specimen set, 60c.

This new counseling and research tool measures the needs which college students and others seek to satisfy in their daily lives. The PPS will be useful in personality

research and personal counseling with normal college students and graduates. It has been planned and constructed with particular attention to overcoming the natural tendency to choose face-saving, socially desirable responses. Norms are based on a sample of over 1,500 cases from 29 colleges, including both regular undergraduates and evening students.

**§Examining for Aphasia.** John Eisenson. 2nd ed. (The Psychological Corp., 522 Fifth Ave., New York 36.) 1954. Set, manual and package of forms, \$6.00.

After seven years of use by speech diagnosticians and therapists, this standardized examination procedure has been carefully revised and the manual has been expanded to more than twice its original length. *Examining for Aphasia* now contains much new technical material in addition to the detailed instructions for carrying out the examination. It is not only a practical working manual, but also a text that is of value in training students.

**§Greene-Stapp Language Abilities Test—Revised Manual.** Harry A. Greene and Helen I. Stapp. (World Book Co., Yonkers-on-Hudson, N. Y.) 1954. Specimen set, 35c.

This new manual is available for use with the *Greene-Stapp Language Abilities Test*. This test for grades 9-13 measures proficiency in the use of the English language. Capitalization, spelling, punctuation, sentence structure and applied grammar, and usage and applied grammar are measured. Two one-hour class periods are required for the administration of the test and scoring may be done by hand or machine.

**§The New Iowa Spelling Scale.** (Bureau of Educational Research and Service, Extension Div., State Univ. of Iowa, Iowa City, Iowa.) 1954. Single copies, 50c. Quantity prices.

This new scale shows the spelling accuracies for children in each grade from two through eight on 5,500 words. It is based on spelling results from over 230,000 pupils in 645 different school systems in all types

and sizes of cities in the United States. The scale will assist teachers, supervisors, and counselors with many of the problems of spelling instruction.

**Seashore Measures of Musical Talents**  
—*Interim Manual*, Carl E. Seashore and Others. (The Psychological Corp., 522 Fifth Ave., New York 36.) 1954. 8 pp. Apply.

While work on a revised manual for the *Seashore Measures of Musical Talents* continues, this new Interim Manual has taken the place of the original one which is now out of print. The Interim Manual contains no new data, but the administrative directions and some other parts have been rewritten so as to facilitate use of the IBM Answer Sheet. The *Seashore Measures of Musical Talents* provide separate measures for six capacities: pitch, loudness, time, timbre, rhythm, and tonal memory. The tests are designed and standardized for use with all ages from fifth-grade pupils through adults.

**Spitzer Study Skills Test**. Herbert F. Spitzer. (World Book Co., Yonkers-on-Hudson, N. Y.) 1954. Specimen set, 35c.

This test in the *Evaluation and Adjustment Series* measures five important work-study skills. They are *Using the Dictionary*; *Using the Index*; *Knowledge of Sources of Information*; *Understanding Graphs, Maps, and Tables*; and *Organization of Facts in Note Taking*. The range of the test is grades 9-13 and it may be scored by hand or machine.

**SSRA Achievement Series—for Grades 4 through 6**. Louis P. Thorpe and Others. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Specimen set (for complete battery), \$1.35.

This new battery of tests gives teachers, counselors, and administrators a yardstick to measure how well pupils are learning and diagnoses specific areas in which further

effort is needed. The series covers four fundamental areas: arithmetic, language arts, reading, and work-study skills. Test items selected have been generally accepted by educators today as being important to the most essential educational goals. While best results in measuring over-all achievement come from administering the complete battery, schools needing scores in only one or two areas can use the test or tests they specifically want. Total working time for the battery is five hours and 52 minutes. Working time on individual tests is as follows: arithmetic, two hours; language arts, one hour and 15 minutes; reading, one hour and 5 minutes; work-study skills, one hour and 32 minutes.

**SSRA Primary Mental Abilities—for Ages 7-11, 1954 Revision**. L. L. Thurstone and Thelma Gwinn Thurstone. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Specimen set, 75c.

This 1954 revision of the Examiner Manual and the Age Scores profile for the PMA 7-11 includes expanded interpretations of test scores based on research conducted over the past five years. Specific interpretations now include an IQ estimate for both readers and non-readers, a Reading Aptitude score, and an Arithmetic Aptitude score. A specimen set includes a Test Booklet with Answer Pad, an Examiner Manual, an Interpretation Folder for evaluating the relationships among the child's PMA 7-11 scores and the various conversion scores mentioned above, and a Technical Supplement summarizing the research studies on the PMA 7-11.

**What I Like to Do. An Interest Inventory for Grades 4 through 7**. Louis P. Thorpe and Others. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Specimen set, 50c.

Teachers in the intermediate grades who want a more complete knowledge of their pupils' interests will find that *What I Like To Do* will meet their needs. The inventory brings to light valuable facts about youngsters' preferences in eight different areas:

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The material must be ordered direct from the issuing source.

art, music, social studies, active play, quiet play, manual arts, home arts, and science. National norms by grade and by sex enable teachers to compare the interests of their group with students all over the country. An aid to improving classroom instruction and guiding individual pupils, this interest measure can be administered easily without specialized training. It can be either hand-scored or machine-scored.

**VOCATIONAL GUIDANCE** (See also Counseling, Educational Guidance, and Guidance Services)

**Basic Concepts in Vocational Guidance.** Herbert Sanderson. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 338 pp. \$4.50.

Designed to aid practicing counselors and trainees, this book covers the theoretical and practical aspects of counseling adolescents. The author concerns himself with such factors as the student's feelings and his perception of the world of work; he is not concerned only with test evidence and objective data. While many of the principles and techniques explored are new in the field of vocational counseling, they have been used successfully in other "helping" professions.

**\*Can You Afford an Interesting Job?** Nancy Lynch. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 4 pp. 10c. Reprinted from *Mademoiselle*, July, 1954.

Some jobs sound more interesting than others, but are they always the best jobs? This subject is covered in a series of examples from the author's knowledge and experience. The accounts are interesting, amusing, and instructive to anyone faced with the problems that arise from picking a job with a future.

**Career Plans of High School Seniors.** (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 93 pp. 75c.

This report of a survey covering almost

4,000 public high school seniors should be of particular interest to counselors and teachers. The results of the survey reveal attitudes of young people and their parents on many aspects of post-high school planning. Various influences on career choice and factors affecting attitudes toward careers are discussed. Statistical tables and charts add value to the text.

**\*Four Why's.** (Educational Planning & Programs, Dept. 2-119, General Electric Co., Schenectady 5, N. Y.) 1954. 11 pp. Up to 25 copies free.

This illustrated leaflet gives General Electric's answers to four questions: Why stick to your studies? Why work? Why study English? and Why read? Each subject is discussed in a separate article and provides information to students which will help them to understand how these things will be of value to them in the future.

**\*Helping Youth Choose a Vocation.** Richard G. Belcher. (The Youth Dept., General Board of Education, The Methodist Church, Box 871, Nashville 2, Tenn.) 1954. 8 pp. 20c per dozen. \$1.00 per hundred.

This leaflet points out the dangers of forcing a young person into a vocation for which he may not be fitted. It suggests that parents often need to change their ideas as to what is best for their children as the young people themselves change and develop. Many definite and useful hints are given for the guidance of young people toward their life's work.

**How, When, and Where to Provide Occupational Information. Practical Ideas in Education.** Glen L. Weaver. (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 48 pp. \$1.00. Quantity discounts.

This booklet is the first in SRA's new *Practical Ideas in Education* series. The series has been planned to aid teachers, counselors, and administrators both at the elementary and high school level. Each booklet will discuss specific methods and devices to help them solve various school problems.

This first booklet deals with the problems of providing a continuous and integrated program of vocational guidance in various kinds of school and classroom situations. Areas such as subject matter in the classroom, the homeroom, special assemblies and occupations classes, and extracurricular activities are discussed in relation to vocational guidance.

**†I Find My Vocation.** Harry Dexter Kitson. 4th ed. (McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 282 pp. \$2.80.

This book is designed for use in high school classes in occupations. It sets forth the steps a young person must take in choosing a field of work, presents the problems one meets in occupational life, and acquaints students with sources of information they may consult regarding occupational problems. Many projects and activities give students actual practice in developing solutions to problems. The information has been brought up-to-date to conform with changes in the Social Security and other federal laws regulating wages and hours of work.

**\*Let's Talk About Tomorrow.** Gloria Bley. (Natl. Child Labor Committee, 419 Fourth Ave., New York 16.) 1954. 15 pp. 10c. Quantity prices.

This booklet will help teachers to guide students toward the choice of a career. Getting started in the right direction and the importance of school in one's future are discussed. Many useful suggestions for hunting, finding, and holding a job are offered.

**††Planning Your Career.** Harry D. Kitson, Collaborator. (Encyclopedia Britannica Films, 1125 Central Ave., Wilmette, Ill.) 1954. 16 min., 16mm, sound. B & W \$75.00. 1 to 3 day rental \$3.50.

This vocational guidance film will help high school students to choose a career. Three basic steps are suggested: learning about abilities; learning about vocations; and then comparing one's own interests and abilities with the requirements of selected vocations.

**SRA Job-Test Chart.** (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. 40 pp. \$1.00.

This publication includes recommended test programs for vocational guidance and personnel selection in approximately 80 specific jobs. Each listed occupation includes a critical summary of job requirements plus essential and recommended evaluation devices in areas of intelligence, aptitudes, skills, and personality.

**\*Vocational Guidance in the Big Brother Movement.** Russell J. Fornwalt. (Big Brother Movement, 33 Union Sq., W., New York 3.) 1954. 4 pp. Single copies, free.

This report on the Big Brother Movement summarizes its history since 1904 and gives a detailed account of the procedures the organization uses in helping boys to reach their vocational objectives. In addition, a bibliography of articles on vocational guidance is given.

**\*The Youth You Supervise.** Bulletin No. 174. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 13 pp. 10c. Quantity prices.

Although this booklet has been written for those who supervise young workers on their first jobs, teachers and counselors will also find it a handy guide. Basic facts about the ways in which boys and girls grow and develop are summarized and many practical hints are given on how adults can help young people plan for future vocational needs. Amusing illustrations by Al Capp add interest.

#### DIRECTIONS FOR USE

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in parentheses. This is followed by the date of publication, number of pages, and the price. The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Other SRA orders will have a postage and insurance charge.

# OCCUPATIONAL INFORMATION

These publications are arranged alphabetically under headings covering specific occupations and occupational fields. Under these headings the materials are listed alphabetically by title.

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## ACCOUNTING

### **\*Should Your Child Be An Accountant?**

John L. Carey. (Public Relations Dept., Education Section, New York Life Insurance Co., 51 Madison Ave., New York 10.) 1954. 7 pp. Free.

This pamphlet describes the importance of accounting as a profession and tells of the wide opportunities in the field. Interesting aspects of the job are discussed and statistics about the remuneration to be expected are given.

## ADVERTISING

### **\*Advertising as a Career. Personal Growth Leaflet No. 122. (The Natl. Education Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.) 1954. 15 pp. 5c. Quantity prices.**

The history and effects of advertising as well as the everyday consumer benefits that have resulted from it are described in this leaflet. Basic steps in developing an advertisement are explained, and advertising research, copy, art, and production are discussed. The advantages of a career in this field and how to prepare for it are also included.

## AGRICULTURE

### **Occupational Goals. Part II, Agriculture and Related Sciences. (Ohio State Univ. Press, Ohio State Univ., Columbus 10, Ohio.) 1954. 145 pp. \$1.50.**

Possible occupations for students of agriculture and related sciences are discussed in this book. Information on the background and nature of the work, where and how the job is performed, required preparation, employment opportunities, and references for

further reading are given for each occupational area.

### **\*Vocational Education for Future Farmers, Young Farmers, Adult Farmers. (Vocation Agriculture Service, 602 State Office Bldg., Columbus 15, Ohio.) 1954. 6 pp. Free.**

Vocational Agriculture is an integral part of the curriculum of more than 10,000 high schools in the country. This leaflet tells who may enroll in these farm education programs, how they operate, and what the programs can accomplish for the students.

## ARCHITECTURE

### **\*Architecture and Building Construction Technology. (Natl. Council of Technical Schools, Barr Bldg. — 912 17th St., N. W., Washington 6, D. C.) 1954. 2 pp. 5c. Quantity prices.**

This monograph discusses the wide variety of occupations available to a technician trained in architecture or building construction. Information about preparatory education for entering this field will be of particular interest to students.

## ART AND CARTOONING

### **\*Art in School and Life. Leon L. Winslow. Personal Growth Leaflet No. 111. (The Natl. Education Assn., Washington 6, D. C.) 1954. 15 pp. 5c. Quantity prices.**

This leaflet discusses the origin of art and the purpose of art in education. How an artist works, the cultivation of artistic taste, art and guidance, and art education as experience are some of the topics covered.

## AUTOMOTIVE INDUSTRY

\*<sup>†</sup>**Career Kit.** (General Motors Corp., 3044 W. Grand Blvd., Detroit 2, Mich.) 1954. Cartoon book, 14 pp. Counselor's guide, 23 pp. Free.

This kit contains a cartoon book entitled *The Taylor Twins in Double Deal*, and a guide to *The Retail Automobile Business*. In story form and with bright-colored illustrations, the cartoon book outlines job opportunities for young people in the automobile field. The guide gives valuable information for teachers and counselors about the automotive business that will enable them to give sound advice to students.

## AVIATION

\*<sup>†</sup>**Air Line Pilot.** H. Alan Robinson. Occupational Abstract No. 171. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

Can you become an air line pilot? Future prospects, qualifications for license, and suggestions for subjects to study in preparation for this work are included in this pamphlet. A bibliography tells where to get further information.

\*<sup>†</sup>**A Day in the Life of a Jet Test Pilot.** (Natl. Aviation Education Council, Inc., Materials of Instruction Committee, 1115 17th St., N. W., Washington 6, D. C.) 1954. 30 pp. 50c. Quantity prices.

This booklet tells the story of the life of a jet test pilot. What he wears, how he learns, and the rigid tests he must complete before becoming a flying engineer are described. Full-page, clear photographs of the pilot and some of the planes he flies help to make this a useful and informative guide for any student looking toward a job as test pilot.

**Helicopter Operation and Training Facilities.** Special Report No. 324-C. (Aeronautical Training Society, 1115 17th St., N. W., Washington 6, D. C.) 1954. 3 pp. Free.

This brief tells about opportunities for pilots and technicians in the helicopter industry. Training requirements are outlined, and

information about how to obtain a pilot's license is given.

## BANKING AND FINANCE

\***Employment Outlook in Banking Occupations.** Bulletin No. 1156. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 42 pp. 30c.

This guide to banking gives many valuable hints about opportunities in the field. Modern banking functions are described and sources of additional information are outlined.

## BUYING

\***Retailing-Buyer.** Fact sheet from Glamour. (The Conde Nast Publications, Inc., 420 Lexington Ave., New York 17.) 1954. 5 pp. 10c. Quantity prices.

In this fact sheet the work of the buyer is described, and information is given on schools which offer training in this field.

\*<sup>†</sup>**The Young American Buyer.** Verna Small. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 6 pp. 10c. Reprinted from Mademoiselle, September 1954.

This reprint will be of particular interest to any girl contemplating a career as a buyer. It discusses the duties of buyers and gives case histories of several successful women buyers.

## CHEMISTRY

\***Careers in Chemistry and Chemical Engineering.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

To the student looking forward to work in the field of chemistry, this booklet gives useful information. The training required is outlined and specialized courses for chemists and chemical engineers are suggested. Charts summarize occupational

The material must be ordered direct from the issuing source.

status and the fields of work for both chemical engineers and chemists.

**\*Employment Outlook in the Industrial Chemical Industry.** Bulletin No. 1151. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 37 pp. 30c.

Working conditions are discussed, and the locations of jobs and the earnings in the field are pointed out in charts and tables. In addition, training requirements are outlined for a variety of jobs, ranging from unskilled work which only requires a few days on-the-job experience to those requiring a college degree.

#### CLERICAL AND KINDRED WORK

**\*Business Schools in the United States.** (Nat'l. Assn. & Council of Business Schools, 601 13th St., N. W., Washington 5, D. C.) 1954. 19 pp. Single copies, free.

This directory of approved business schools is a handbook for vocational advisors and guidance officers. It lists the nation's schools that meet the minimum standards demanded by NACBS and gives a factual record of the programs available at each school. Courses listed meet required quantity and quality specifications and their teachers have been certified by the National Council.

**\*Clerical Workers.** Wall Chart No. 12. Rev. ed. (Bureau of Labor Statistics, U. S. Dept. of Labor, Washington 25, D. C.) 1954. Free.

This 12 x 17 inch chart depicts the employment trend and shows the number of workers in the leading clerical fields.

**\*Receptionist.** Sarah Splaver. Occupational Abstract No. 177. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

Pleasantness and tact are two of the most essential attributes of a good receptionist. This and many other hints as to the qualities required in this work are given in this pamphlet. Other practical information about the nature of the work, opportunities in the field, and preparation for the job of receptionist is supplied.

#### COLLEGE TEACHING

**\*Careers in College Teaching.** Don Fri-field. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 10 pp. 20c.

"If you plan to make a career of college teaching, you can be almost certain of a place for yourself if you're able and willing to meet the requirements." After making this statement, the author of this leaflet gives statistics to back it up. Opportunities for both men and women in the profession are outlined and the duties of the college teacher and the scholastic preparation required to become one are discussed.

#### CONSTRUCTION TRADES

**\*Career as Electrical Contractor.** Max A. Rutzick. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 6 pp. 20c.

To anyone planning a career in the electrical field and looking forward to being a contractor in the future, this booklet will give many useful hints. The nature of the work, preparation needed, the pros and cons of going into the contracting business, and the capital required are some of the topics examined.

**\*Career as Painting Contractor.** Max A. Rutzick. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 5 pp. 20c.

Opportunities in the field of painting contracting, especially for the small operator, are described in this leaflet. How to prepare for the work, qualifications, starting and building your own business, and possible earnings are some of the topics covered.

**\*Careers as Bricklayer and Sheet Metal Worker.** Robert Shosteck. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 5 pp. 20c.

This leaflet briefly summarizes the skills required to be an accomplished craftsman in the field of bricklaying or as a sheet metal worker. Wages and hours, information about

apprenticeship, and advantages and disadvantages are examined for both lines of work.

**\*Careers as Carpenter and Painter.**  
Robert Shostek. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 6 pp. 20c.

This occupational brief summarizes basic requirements for the carpentering and painting trades. The skills required for each field are described and information about how to prepare for work in the two crafts is supplied.

**\*Careers as Electrician and Plumber.**  
Robert Shostek. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 5 pp. 20c.

This occupational brief tells about the prospects for getting jobs in both the electrical and plumbing trades. Wages and hours, the nature of the work, and how to prepare to be either an electrician or plumber are some of the subjects covered.

**\*Careers as Plasterer and Cement Finisher.** Robert Shostek. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 5 pp. 20c.

This booklet describes the jobs of plastering and cement finishing. The skills and abilities needed for these jobs are discussed and the best ways of preparing for the work are outlined.

**\*Careers in Plumbing and Heating Contracting.** Max A. Rutzick. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 5 pp. 20c.

How to train and prepare to be a plumbing and heating contractor is told in this pamphlet. Valuable advice is given about starting your own business and the three general types of the business, repair and maintenance, remodeling, and new construction work are discussed.

**\*Tile Setter.** Sarah Splaver. Occupational Abstract No. 173. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

This pamphlet describes in some detail the work of the tile setter. It also lists certain qualifications and aptitudes that a person doing this work will need. Job opportunities and information about earnings are also supplied.

## DAIRY TECHNOLOGY

**\*Your Career in the Dairy Industry.** (College of Agriculture, Ohio State Univ., Columbus 10, Ohio.) 1954. 3 pp. Single copies, free.

This leaflet discusses some of the personal and educational qualifications needed for a career in the dairy industry. Twenty-four different jobs in the profession are outlined.

## DENTISTRY

**\*Audio-Visual Materials in Dentistry.** (American Dental Assn., 222 E. Superior St., Chicago 11.) 1954. 44 pp. Free.

This catalogue supplies information for anyone wishing to know about audio-visual material in the field of dentistry. Many films, filmstrips, slides and radio transcriptions are listed, and detailed reviews of many of the films are given. Data about sources, rentals, and producers as well as a glossary of terms and phrases peculiar to the profession are also included.

## DESIGNING

**\*Career as Industrial Designer.** (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 8 pp. 20c.

This pamphlet discusses the field of industrial design and defines the three basic abilities needed for success in the work. Training requirements, a suggested college program, and a list of schools offering

courses are given, as well as information about beginning jobs, earnings, and hours.

**\*Courses in Industrial Design, a List of Schools.** Education Bulletin No. 1. (Society of Industrial Designers, 48 E. 49th St., New York 17.) 1954. 14 pp. Single copies, free. Additional copies, 25c.

This bulletin offers information for the guidance of students seeking professional education in industrial design. Listed are institutions known to the Society which offer integrated professional training. All information has been taken from catalogues or has been supplied by a representative of the school. Courses in 25 schools and universities throughout the country are described.

## ELECTRICAL POWER WORK

**\*The Electrical Power Technician.** (Natl. Council of Technical Schools, Barr Bldg. — 912 17th St., N.W., Washington 6, D. C.) 1954. 2 pp. 5c. Quantity prices.

The education and skills required to be an electrical power technician are described in this monograph. Information about the electric power industry, opportunities in the field, and a list of approved schools offering courses in this area are given.

## ELECTRONICS WORK

**\*The Electronic Technician.** (Natl. Council of Technical Schools, Barr Bldg. — 912 17th St., N.W., Washington 6, D. C.) 1954. 2 pp. 5c. Quantity prices.

This monograph describes opportunities, working conditions and ways of preparing to be an electronic technician. The U. S. Department of Labor lists this occupation as one in which there is a critical manpower shortage.

## ENGINEERING AND METALLURGY

**\*A Career in Ceramics as Engineering and Technology.** Rev. ed. (Secretary,

Pennsylvania Ceramics Assn., Mineral Industries Bldg., State College, Pa.) 1954. 12 pp. Free.

This pamphlet outlines opportunities for a career in ceramic technology or engineering. Ceramic industries are described and the qualifications needed and the education required for work in the field are discussed.

**\*Careers in Electrical Engineering.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

This pamphlet tells about the growth of the electrical industry and describes different phases of the work required of the electrical engineer. Photographs showing a variety of electrical installations provide added information and also illustrate how electrical engineering students are "taught by doing" at Case Institute.

**\*Careers in Engineering Administration.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

This leaflet discusses the question, "Who should study engineering administration?" and lists the qualities needed to make good in the field of management. Courses are outlined for the study of engineering in five industries: chemical, construction, electrical, mass production, and metals, thus allowing the student to choose the course which will help him to focus his preparation on the general industry group that interests him most.

**\*Careers in Mechanical Engineering.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

This leaflet describes some of the amazing feats accomplished by modern manufacturing machines and tells about the opportunities for young men in fields of mechanical engineering. A chart outlines jobs available to the mechanical engineering graduate. The jobs are consulting, sales, pro-

duction, research, plant, design, industrial, and power plant engineer.

**\*Careers in Traffic Engineering.** Elizabeth Zach. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D.C.) 1954. 6 pp. 20c.

This booklet states that the profession of traffic engineering is so new that there are fewer than 900 full-fledged traffic engineers in the United States. Of particular interest to students is a further statement that the need for engineers in this field is growing. Requirements for this job, how to prepare for it, and what a traffic engineer may expect to earn are some of the topics discussed.

**\*Civil Engineering as a Career.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

This pamphlet describes the four basic steps required in planning and completing a major civil engineering project. Opportunities in the profession of civil engineering and suggestions for scholastic preparation will interest any student planning to be a civil engineer.

**\*The Civil Engineering Technician.** (Nat'l. Council of Technical Schools, Barr Bldg. — 912 17th St., N.W., Washington 6, D.C.) 1954. 2 pp. 5c. Quantity prices.

The civil engineering technician must have a store of technical knowledge on many different subjects and possess a variety of skills. This monograph summarizes these requirements and points the way toward acquiring them.

**\*Does Engineering Appeal to You? . . . Then Consider the Facts About A Career in Metallurgy.** (American Society for Metals, 7301 Euclid Ave., Cleveland 3, Ohio.) 1954. 7 pp. Free.

This leaflet describes the work of the metallurgical engineer and discusses expanding opportunities in the field. A list of schools offering courses in metallurgical engineering is included.

**\*Electrical Engineer.** H. Alan Robinson. Occupational Abstract No. 176. (Personnel Services, Inc., Peapack, N.J.) 1954. 6 pp. 50c. Special to students, 25c.

The electric light, telephone, and television have helped to make electrical engineering the third largest branch of the engineering profession in the United States. This and many other facts are contained in this booklet which gives a summary of useful information for both men and women interested in the electrical engineering field.

**\*Employment Opportunities for Women in Professional Engineering.** Bulletin No. 254. U.S. Dept. of Labor. (U.S. Govt. Print. Off., Washington 25, D.C.) 1954. 38 pp. 20c.

This government bulletin was planned to answer the questions of counselors and students about the outlook for women in the field of engineering. Statistics from the 1950 census indicate an increase of women in engineering, and the booklet suggests ways the student can begin in high school to prepare for this career. Institutions offering undergraduate engineering courses are listed from every state in the union.

**\*A Guide to the Engineering Professions in the Aviation Industries.** 2nd ed. (Institute of the Aeronautical Sciences, Inc., 2 E. 64th St., New York 21) 1954. 64 pp. Single copies, free.

This manual is designed to aid high school and college guidance personnel by supplying information on engineering career opportunities in the aviation industry. It contains information on education, experience, salary, and job description for job titles in aircraft manufacturing. A discussion of jobs in research agencies, with the Civil

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Aeronautics Administration, and with the air transport industry is also included.

**\*Men, Metals, Metallurgy.** Rev. ed. (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 7 pp. 25c.

This pamphlet describes the work of the metallurgist and the training required to become proficient in the field of metallurgy. A four-year college curriculum leading to a degree in metallurgical engineering is suggested.

**\*A Modern Profession — Ceramics.** (School of Mineral Industries, The Pennsylvania State College, State College, Pa.) 1954. 4 pp. Apply.

This leaflet describes the field of ceramics and also some of the opportunities in the field. Courses of study in preparation for work in the ceramics industry are suggested.

#### FOOD PRODUCTS WORK

**\*Looking for a Career?** (Natl. Assn. of Food Chains, 726 Jackson Place, N.W., Washington 6, D. C.) 1954. 6 pp. Free.

This booklet describes important jobs in the food industry. Twenty-two different jobs are listed and the advantages of these jobs and the opportunities for advancement in them are discussed.

**The Meat Packing Industry.** Edwin L. Heckler. Vocational and Professional Monograph No. 46. (Bellman Publishing Co., P. O. Box 172, Cambridge 38, Mass.) 1954. 23 pp. \$1.00.

This booklet gives a history of the meat packing industry and tells about modern meat packing processes. Of particular interest is the section on "Individual Jobs and Range of Income" in the industry, where information about 18 different types of jobs is supplied. Also included are facts on how both men and women can prepare for jobs in this field.

#### HEALTH

**\*Four Futures.** (Office of the Assistant Secretary of Defense (M&P), Washington 25, D. C.) 1954. 17 pp. Free.

This booklet covers four different professions: nursing, dietetics, physical therapy, and occupational therapy. The requirements of the professions and how to prepare for them are discussed.

**\*What Are You Doing Tomorrow?** (Personnel Services, Natl. Board of the YWCA of the U. S. A., 600 Lexington Ave., New York 22.) 1954. 3 pp. Free.

This leaflet describes the opportunities and advantages of jobs for young women in the YWCA Health Education Program. It gives testimonials of satisfaction from people already in the work.

#### HOME ECONOMICS

**\*What's Different About a College Education in Home Economics?** Theresa R. Humphreyville. Rev. ed. (Counseling Service, New York State College of Home Economics, Cornell Univ., Ithaca, N. Y.) 1954. 18 pp. Single copies, free.

This booklet discusses the objectives of the College of Home Economics at Cornell University. It describes the opportunities for various careers in the field of home economics and how best to prepare for work in this profession.

#### HORTICULTURE

**\*Have You Ever Thought of Being a Landscape Nurseryman?** (American Assn. of Nurserymen, Room 635, Southern Bldg., Washington 5, D. C.) 1954. 5 pp. Free.

This leaflet describes what a landscape nurseryman does, lists his qualifications, and tells how to become a landscape nurseryman. Suggestions for scholastic preparation and sources for further information on the subject are included.

**\*Opportunities in Horticulture.** (College of Agriculture, Ohio State Univ., Columbus 10, Ohio.) 1954. 7 pp. Single copies, free.

This brief discusses the work of the horticulturist and then describes thirty different jobs in the field.

#### HOTEL AND RESTAURANT WORK

**\*National Council on Hotel and Restaurant Education, Directory of Schools and Colleges Offering Courses for the Training of Managers, Supervisors, and Workers in the Hotel and Restaurant Industry.** (National Council on Hotel and Restaurant Education, Box 7727, Benjamin Franklin Station, Washington, D. C.) 1954. 20 pp. 50c.

This directory gives information about educational institutions offering courses to train enrollees for employment in the restaurant and hotel field. Schools are listed in 42 states, Puerto Rico, and six foreign countries.

#### INDUSTRIAL RELATIONS

**\*Working in Industrial and Labor Relations.** (New York State School of Industrial and Labor Relations, Cornell Univ., Ithaca, N. Y.) 1954. 14 pp. Free.

This pamphlet defines "industrial and labor relations" and describes job opportunities in the field. The training required for this kind of work is discussed and the cost of the training is outlined.

#### INSURANCE

**\*Invitation to Youth.** (Educational Div., Institute of Life Insurance, 488 Madison Ave., New York 22.) 1954. 32 pp. Single copies, free.

This booklet on careers in life insurance describes the wide range of opportunities existing in this field. The many different

kinds of skills — clerical, mathematical, sales, etc. — required in the operation of a life insurance company and the opportunities for on-the-job training which exist are described.

#### LABORATORY TECHNOLOGY

**\*Career as Food Technologist.** Lorraine Spritzer. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 6 pp. 20c.

This booklet reports a shortage of food technologists in the country and tells about opportunities in the field. The nature of the work is described, and personal and educational qualifications required of a food technologist are given. A list of schools offering food technology courses is included.

**\*Careers in X-Ray Technology.** (Executive Secretary, The American Society of X-Ray Technicians, 16 Fourteenth St., Fond Du Lac, Wis.) 1954. 5 pp. Free.

This leaflet tells about opportunities for work in the field of X-ray technology. Duties of the X-ray technologist are outlined, personal and educational requirements are discussed, and six different types of employment in the profession are listed.

**\*The Dental Hygienist.** (Univ. of Oregon Dental School, 809 N.E. Sixth Ave., Portland, Oregon.) 1954. 5 pp. Free.

This leaflet summarizes the duties of the dental hygienist and the opportunities for women in the field. It describes the educational background required and lists the personal qualifications needed.

**\*The Instrumentation Technician.** (Nat'l. Council of Technical Schools, Barr Bldg. — 912 17th St., N.W., Washington 6, D. C.) 1954. 2 pp. 5c. Quantity prices.

This monograph tells about the scope of the use of instruments in industry and describes the requirements for becoming an

instrumentation technician. Working conditions and opportunities for the future in a career in instrumentation are discussed.

**\*Medical Technologists and Laboratory Technicians. Employment Opportunities for Women. Medical Series Bulletin 203-4. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 54 pp. 25c.**

This bulletin gives the most recent information available about jobs for women as medical technicians. Laboratory job titles are defined and the different types of work involved are summarized. Statistics on opportunities for jobs and information about required scholastic preparation will be of great help to students planning careers in this field.

**\*The Outlook for Women as Medical X-Ray Technicians. Rev. ed. Medical Service Series, Bulletin No. 203-8. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 53 pp. 25c.**

This booklet describes the training necessary to become a medical X-ray technician. Where X-ray technicians work, what they earn, and how to qualify as a registered technician are some of the facts supplied. The increasing opportunities in the field for women are discussed in detail.

## LAW

**\*Careers in Law. Robert Shosteck. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 10 pp. 20c.**

This brief discusses the kinds of work done by a lawyer and the specialties existing in this profession. Some of the specialties mentioned are commercial law, labor law, and corporation law. Such fields of legal service as legal writing, probation work, and politics are also mentioned. High school preparation, pre-legal and legal training are described. The costs of a legal education, ways of getting started in the field, and earning figures are included.

## LIBRARY WORK

**\*Education for the Professional Librarian. (Simmons College, 300 The Fenway, Boston 15, Mass.) 1954. 4 pp. Free.**

This bulletin tells about the work of librarians and supplies data on opportunities in the profession. Salaries are discussed and preparatory courses of study are suggested.

**\*Paging Your Future. (American Library Assn., 50 E. Huron St., Chicago 11.) 1954. 5 pp. 25 copies, \$2.00. Other quantity prices.**

This leaflet, prepared by the Joint Committee on Library Work as a Career, gives a dozen reasons why one might want to choose library work as a career and lists the personality traits that a librarian needs. Scholastic requirements and areas of service for librarians are also listed.

## MANAGERIAL WORK

**\*Careers in the Hospital Administration. Robert Shosteck. (B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D. C.) 1954. 8 pp. 20c.**

This brief on hospital administration describes the duties of the administrator, assistant administrator, and administrative assistant. The last named position is one which exists in many large hospitals and offers the recent graduate on-the-job training. The brief lists schools having programs leading to a master's degree in hospital administration. The discussion also covers earnings in this field.

## MATHEMATICS

**\*Professional Opportunities in Mathematics. Rev. ed. (Prof. H. M. Gehman, Mathematical Assn. of America, Univ. of Buffalo, Buffalo 14, N. Y.) 1954. 24 pp. Single copies, 25c. Ten or more, 10c each.**

This booklet suggests the types of positions available to young people who are interested and proficient in mathematics and urges them to secure as sound a general education as opportunities available to them will permit. Opportunities in the fields of teaching, mathematical and applied statistics, industry, government, and the actuarial profession are described in detail. Selected references for further reading on the subject are offered.

## MECHANICS

**\*Aircraft Mechanics.** Rev. ed. Occupational Guide No. 38. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 24 pp. 25c.

This booklet traces the history of aviation from the year 400 B.C. to date and then describes the nature of jobs in the aviation industry today. Kinds of jobs, working conditions, employment prospects, and earnings are discussed. The information provided will prove valuable to any student thinking about a vocation as a mechanic in the field of aviation. A bibliography gives sources of other material on the subject.

**\*The Automobile Mechanic.** (Occupational Information and Guidance Service, State Div. of Vocational Education, 105 State Library Bldg., Salem, Oregon.) 1954. 8 pp. 25c.

This monograph gives useful information about job requirements, apprenticeships, and educational training for anyone planning to become a skilled automobile mechanic.

**\*The Diesel Mechanic.** (Occupational Information and Guidance Service, State Div. of Vocational Education, 105 State Library Bldg., Salem, Oregon.) 1954. 6 pp. 25c.

This monograph describes the work and job requirements of the diesel mechanic. How to prepare for the occupation, the employment outlook, earnings, and opportunities for advancement are discussed.

**\*Employment Opportunities for Mechanics.** Wall Chart No. 26. (Bureau of Labor Statistics, U. S. Dept. of Labor, Washington 25, D. C.) 1954. Free.

This 12 x 17 inch chart shows trends in job opportunities in the leading areas for mechanics and repairmen.

## MEDICAL AND DENTAL ASSISTING

**\*Dental Assistant.** Fact sheet from *Glamour*. (The Conde Nast Publications, Inc., 420 Lexington Ave., New York 17.) 1954. 5 pp. 10c. Quantity prices.

This fact sheet contains data on the duties, training, and qualifications of the dental assistant. Sources of employment, a list of schools, and a bibliography are also included.

**Handbook for the Medical Secretary.** Miriam Bredow. 3rd ed. (Gregg Publishing Div., McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.) 1954. 390 pp. \$3.75.

This book tells in detail about the duties and requirements of this new profession of the medical secretary. Personality, appointments, fees, bills, collections, clinical office procedures are a few of the many topics discussed. In the chapter "Medical Terminology" the author, who is a teacher of medical secretaries, has compiled a list of terms and abbreviations that will be of great value to students contemplating this work as a vocation.

## MEDICINE

**\*Careers in Mental Health as a Psychiatrist.** Rev. ed. PHS Publication No. 25. U. S. Dept. of Health, Education and Welfare. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 15 pp. 10c.

What a psychiatrist does, how he can cooperate with other mental health workers, where he works, and what he may earn are

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The material must be ordered direct from the issuing source.

some of the subjects discussed in this booklet.

**\*The Challenge to Medical Education.**

Robert M. Cunningham, Jr. Pamphlet No. 214. (Public Affairs Committee, 22 E. 38th St., New York 16.) 1954. 28 pp. 25c.

This booklet gives a short history of medical education in America and describes the changes that have been made in medical school teaching because of the great advances in medical science. Problems of the high cost of an education for medical students are discussed and ways of trying to lower the cost are suggested.

## MORTUARY WORK

**\*Morticians. Rev. ed. Occupational Guide No. 31.** (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 19 pp. 25c.

The nature of the work required of a mortician is described in this booklet. The three specialized jobs in the field, undertaker, embalmer, and resident trainee are discussed. A bibliography for further study of the subject is included.

## MUSIC

**\*Getting a Start in Opera.** Frank Merling. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 4 pp. 10c. Reprinted from *Mademoiselle*, November 1954.

This leaflet tells about some famous opera singers and offers advice to young people on how to prepare for a career as a professional singer.

## NATURAL SCIENCE

**\*A Career in Physics. Rev. ed.** (Case Institute of Technology, 10900 Euclid Ave., Cleveland 6, Ohio.) 1954. 6 pp. 25c.

This leaflet discusses the work of the physicist and describes the opportunities for young physicists today. A chart indicates the growth in recent years in the number of

persons in the profession and photographs illustrate ways in which students of physics are taught at Case Institute.

**†Careers and Opportunities in Science.**

Philip Pollack. (E. P. Dutton & Co., Inc., 300 Fourth Ave., New York 10.) 1954. 252 pp. \$3.75.

This book will appeal to boys and girls of high school age who are looking forward to a career in science. The information is about various scientific fields and the scientific courses in schools that cover them. Agriculture, astronomy, conservation, and atomic energy are a few of the subjects discussed. Facts about intellectual requirements, the study time involved, and the expense to be incurred give the student a clear picture of what is ahead of him.

**\*Careers in Natural Sciences.** Robert Shostek. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 7 pp. 20c.

Any student contemplating a career in the natural sciences will be interested in this booklet. It describes the functions of scientists and gives information about fields of specialization in natural science. Other practical information about job opportunities for both men and women and what they may earn is also included.

**\*Meteorology.** (School of Mineral Industries, The Pennsylvania State College, State College, Pa.) 1954. 4 pp. Apply.

The purpose of this leaflet is to tell about the opportunities for young men and women in the growing profession of meteorology. In non-technical language and with the aid of interesting illustrations, the work in this field is described.

## NURSING

**\*Careers in Mental Health as a Psychiatric Nurse. Rev. ed.** PHS Publication No. 26. U. S. Dept. of Health Education and Welfare. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 13 pp. 10c.

This pamphlet tells about the job of a psychiatric nurse. Personal and educational re-

quirements are discussed and opportunities in the profession are outlined.

**\*Careers in Nursing-Handbook for Counselors.** (Committee on Careers, Natl. League for Nursing, 2 Park Ave., New York 16.) 1954. 23 pp. 25c.

This illustrated booklet gives an over-all picture of the career opportunities in nursing. The professional nurse, the practical nurse, and nursing aides are covered. Qualifications and preparation for all forms of nursing are discussed.

**\*Opportunities in Professional Nursing.** (Committee on Careers, Natl. League of Nursing, 2 Park Ave., New York 16.) 1954. A chart. Free.

This chart gives information about salaries and opportunities in different fields of nursing. Hospital nursing, public health nursing, nursing education, nursing in the armed forces, and other major areas are covered.

**\*The Public Health Nurse.** Simmons College Bulletin No. 9. (Simmons College, 300 The Fenway, Boston 15, Mass.) 1954. 3 pp. Free.

This vocational guidance leaflet describes the duties and responsibilities of the public health nurse. Suggestions on preparation for the work in high school and college are given as well as information about salaries that may be expected.

**\*Schools of Professional Nursing.** (Committee on Careers, Natl. League for Nursing, 2 Park Ave., New York 16.) 1954. 39 pp. Free.

This guide lists 1,141 schools of professional nursing approved by state licensing authorities throughout the United States and territories. The schools are listed alphabetically and by states, and academic requirements are given.

**†The Story of Nursing.** Bertha S. Dodge. (Little, Brown & Co., 34 Beacon St., Boston 6, Mass.) 1954. 243 pp. \$3.00.

This book, which touches upon the highlights of American nursing, past and present, is addressed to young people. Starting with information about the traditions of the nursing profession and with historical descriptions of famous nurses, the author goes on to tell about the opportunities in a nursing career today. From her experience as a teacher of nurses, she tells about opportunities for the future in private hospital and public health nursing.

## OCCUPATIONAL THERAPY

**\*Training for Your Career in Occupational Therapy.** (American Occupational Therapy Assn., 33 W. 42 St., New York 36.) 1954. 5 pp. Free. Apply.

This leaflet tells what occupational therapy is, the skills required, and the training needed to become an occupational therapist. A list of accredited schools teaching occupational therapy is included.

## OPTOMETRY

**\*Monograph on Optometry.** (American Optometric Assn., 4030 Chouteau Ave., St. Louis 10, Mo.) 1954. 20 pp. Single copies, free. Quantity prices.

\* This booklet gives valuable information to anyone intending to enter the profession of optometry. The need for practitioners is discussed and schools and colleges of optometry are listed. Educational requirements, and student tuition and living costs are outlined. In addition, a bibliography offers sources of further information on the subject.

**\*Requirements for Admission to the Schools and Colleges of Optometry of the United States and Canada.** (The American Optometric Assn., 4030 Chouteau Ave., St. Louis 10, Mo.) 1954. 14 pp. Single copies, free. Quantity prices.

This booklet is presented as a guide to counselors and advisors of high school and college students who intend to take up optometry as a career. It outlines the admission requirements of all optometry colleges in the United States and Canada and is based

on statements prepared and approved by each of the colleges.

## PACKAGING

**\*Packaging Engineer.** Vernard F. Group. Occupational Abstract No. 172. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

A short history of packaging from barrels to modern cardboard and plastic containers is given in this pamphlet. Qualifications, preparation, and the kind of work involved in a job as packaging engineer are discussed.

## PERSONAL SERVICE

**\*Barber.** Rev. ed. Occupational Guide No. 1. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 16 pp. 25c.

This booklet tells about the requirements needed to be a barber and the opportunities in the field. It also gives information about barber schools and what it costs to attend them. Other information about earnings, working conditions, and how to obtain a license will be useful to anyone planning to be a barber.

**\*Careers With a Future.** (The Culinary Institute of America, 393 Prospect St., New Haven, Conn.) 1954. 5 pp. Free.

This leaflet outlines courses in preparation for basic restaurant trades. Information about admission requirements, registration, and tuition fees at the *Culinary Institute of America* is included.

## PERSONNEL WORK

**\*Store Personnel Jobs: Picking the Winners.** Julius Berry Jacobs. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 4 pp. 10c. Reprinted from *Mademoiselle*, September 1954.

This leaflet gives several case histories of women who have been successful personnel

executives and describes some of the requirements for work in this field.

## PHARMACY

**\*The Bridge Between.** W. Paul Briggs. (Natl. Assn. of Chain Drug Stores, 4 Park Ave., New York 16.) 1954. 6 pp. Free.

In this leaflet the Executive Director of the American Foundation for Pharmaceutical Education discusses the many opportunities open to men and women in the profession of pharmacy. Interesting statistics on the varied kinds of jobs in the profession are given, and information about the earning power of the modern pharmacist is also included.

**\*General and Liberal Educational Content of Professional Curricula: Pharmacy.** Jennings B. Sanders. Pamphlet No. 113. U. S. Dept. of Health, Education, and Welfare. (U.S. Govt. Print. Off., Washington 25, D. C.) 1954. 11 pp. 15c.

This pamphlet discusses the growth of pharmaceutical education and explores some of the problems arising from that growth. It emphasizes the point that when designing curricula for a professional career in pharmacy, it is important to include the essentials of a liberal education. Tables and charts suggest such curricula.

**\*†Shall I Study Pharmacy?** (Secretary, American Assn. of Colleges of Pharmacy, College of Pharmacy, Univ. of Michigan, Ann Arbor, Mich.) 1954. 32 pp. 35c. Quantity prices.

This booklet describes the duties of the pharmacist and the educational requirements for the work. A list of 75 accredited colleges of pharmacy is included.

## PRACTICAL NURSING

**\*Her Family Thinks Her Job Is Grand.** Dorothy Blake. (Natl. Assn. for Practical Nurse Education, Inc., 654 Madison Ave., New York 21.) 1954. 4 pp. 3c postage.

**Apply. Reprinted from Woman's Day, April 1954.**

This reprint outlines the training for and the duties of the practical nurse. Photographs of students in training and nurses on the job illustrate the text.

#### **PRINTING AND PUBLISHING**

**\*Bookbinding Occupations.** Rev. ed. Occupational Guide No. 20. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 19 pp. 25c.

This guide gives interesting information about the art of bookbinding. Different jobs such as embosser, book repairer, folding machine operator, and paper cutter are described. Opportunities in this line of work and probable earnings are also discussed.

**\*Composing-Room Occupations.** Rev. ed. Occupational Guide No. 19. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 24 pp. 25c.

This booklet gives a short history of the art of printing and then in detail describes compositing-room work. Employer specifications, average earnings, and necessary qualifications for the jobs are discussed. Illustrations of different printing operations add to the value of the information provided.

**\*Printing Pressmen.** Rev. ed. Occupational Guide No. 15. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 20 pp. 25c.

The various types of work required of a printing pressman are described in this booklet, and the point is stressed that a high school education is usually required for entry into this occupation. Courses in art design, bookbinding, duplicating-machine operation, English, industrial maintenance, journalism, print shop, and silk screen printing are sug-

gested for students who plan a career in this field.

#### **PROFESSIONAL WORK, GENERAL**

**Directory of Professional Opportunities.** Robert Shostek. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 81 pp. 75c.

This directory will serve as a guide to students nearing the completion of professional or semi-professional training. Among the 20 professional and semi-professional occupations covered are architecture, dental technology, law, medicine, embalming, and physical and occupational therapy. In addition, there is a summary of the laws covering licensing and reciprocity for each occupation discussed.

#### **PROTECTIVE SERVICE**

**\*Municipal Fire Fighters.** Occupational Guide No. 53. (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 20 pp. 25c.

This booklet describes fire fighting from the days of the bucket brigade to the use of modern fire fighting equipment. Many illustrations of the Detroit Fire Department in action add interest to the text. The duties, earnings, and qualifications of a fireman are discussed.

#### **PURCHASING**

**\*Purchasing Agent.** Vernard F. Group. Occupational Abstract No. 169. (Personnel Service, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

This leaflet contains a composite summary of information about the job of purchasing agent. Because centralized purchasing by large organizations is on the increase, the job opportunities in this field are increasing too. The leaflet gives many facts of interest

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**The material must be ordered direct from the issuing source.**

to anyone considering this line of work as a vocation.

## RADIO AND TELEVISION OPERATION

\***Career Guidance on Television, Radio, Electronics, Military Communications.** (DeVry Technical Institute, 4141 Belmont Ave., Chicago 41.) 1954. 103 pp. Free to High School Guidance Counselors. Apply.

This guide, prepared especially for high school vocational guidance programs, describes many job opportunities in the field of electronics. Television, communications, industrial electronics, military electronics, and radio are covered. Training methods are outlined and sources of additional information for high school faculty members as well as students are indicated.

## RECREATION

\*†**Choosing A Career.** (Personnel Services, Natl. Board of the YWCA of the U. S. A., 600 Lexington Ave., New York 22.) 1954. 7 pp. Free.

This leaflet tells of job opportunities for girls with the YWCA. Ways of getting ready for these jobs while still in school are discussed.

\*†**Going Our Way?** (Personnel Services, Natl. Board of the YWCA of the U. S. A., 600 Lexington Ave., New York 22.) 1954. 31 pp. Free.

This booklet tells about professional job opportunities with the YWCA and ways in which the YWCA will help young women to prepare for them.

\*†**How to Choose the Right College for Your Career in Recreation.** (Natl. Recreation Assn., 315 Fourth Ave., New York 10.) 1954. 6 pp. Free.

This leaflet gives advice on how to select the best college in order to obtain an education that will lead to a career in the field

of recreation. Areas of recreation service and different jobs in these services are listed.

\***Recreation—A New Profession in a Changing World.** (Natl. Recreation Assn., 315 Fourth Ave., New York 10.) 1954. 8 pp. Free.

This leaflet describes the growing recreation profession and supplies many interesting facts about the recreation field. The demand for recreation personnel in different kinds of jobs and the salaries now being paid for some of these jobs are explored.

## REFRIGERATION, AIR CONDITIONING, AND HEATING

\***Career as Refrigerator and Air Conditioning Contractor.** Max A. Rutzick. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 6 pp. 20c.

Personal qualifications needed and how to prepare for work in the field of refrigeration and air conditioning are suggested in this pamphlet. Advice is given on how to start and build up your own business and the present business outlook for the industry is discussed.

\***The Heating, Air Conditioning, and Refrigeration Technician.** (Natl. Council of Technical Schools, Barr Bldg.—912 17th St., N. W., Washington 6, D. C.) 1954. 2 pp. 5c. Quantity prices.

The educational background required in order to be a technician in the field of heating, air conditioning, and refrigeration is described in this monograph. Areas of work, advantages and opportunities in the field, and the critical need for trained technicians are discussed.

## RELIGIOUS WORK

\***Methodist Service Projects, 1954.** Compiled by Richard G. Belcher. (Interboard Committee on Christian Vocations of the Methodist Church, 1001 19th Ave., South,

P. O. Box 871, Nashville 2, Tenn.) 1954.  
68 pp. 10c.

Occupations which are "Christian vocations" are described in this booklet. Education, agriculture, health, and business administration are some of the broad areas in which a shortage of workers exists. The booklet also discusses work in the home and foreign mission fields, in pastoral ministry, and in social service.

## REPAIR SERVICES

\***Office-Machine Servicemen. Occupational Guide No. 3.** (Michigan Employment Security Commission, Employment Service Div., 7310 Woodward Ave., Detroit 2, Mich.) 1954. 19 pp. 25c.

This occupational guide contains valuable information for anyone wishing to work in the field of servicing office machines. The nature of the work, where jobs are located, working conditions, and earnings are among the subjects discussed.

## RETAIL MANAGEMENT

\*†**Key to Careers in the Retail Automotive Business.** (General Motors Corp., 3044 W. Grand Blvd., Detroit 2, Mich.) 1954. 36 pp. Free.

The purpose of this illustrated booklet is to help students find out about opportunities for careers in the automotive business. The nature of the work and the qualifications needed are discussed. Skilled positions in both the service and sales departments are described, and the steps required in order to advance to the job of general manager or to become an automobile dealer are outlined.

†**Success on a Shoestring.** Jane Cahill. (Fairchild Publications, Inc., 7 E. 12th St., New York 3.) 1954. 181 pp. \$2.00.

Each of the articles in this book tells the story of a successful, small, women's fashion shop. Special services and unusual ideas are brought out in these stories. Students interested in retailing as a career with a shop of their own as a goal will find much of value here.

## SECRETARIAL WORK

††**Do I Want To Be a Secretary?** (A teaching film.) Frank S. Endicott, Educational Collaborator. (Coronet Films, 65 E. South Water St., Chicago 1.) 1954. 1 reel, sound, color \$110.00 or B & W \$55.00. Average daily rental, color \$4.00 or B & W \$2.00. Write Coronet for name of nearest rental library, preview or purchase.

This vocational guidance film is directed primarily to junior and senior high school students. It shows students the major factors to be considered when choosing a secretarial course and secretarial work as a career. The special skills and required personal qualities are illustrated.

## SELLING

\***Department Store Salesclerk.** Sarah Splaver. Occupational Abstract No. 170. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

Compiled from 52 references in the field of department store selling, this pamphlet contains much useful information. Facts about the nature of the work, needed qualifications, preparing and applying for a job, and earnings to be expected are included.

## SOCIAL SCIENCE

\***Careers in Mental Health as a Clinical Psychologist.** Rev. ed. PHS Publication No. 27. U. S. Dept. of Health, Education and Welfare. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 15 pp. 10c.

Where a clinical psychologist works, his educational requirements, and his earnings are some of the topics covered in this booklet. Many other valuable facts of interest to anyone considering clinical psychology as a vocation are included.

\***Employment Outlook in the Social Sciences.** Bulletin No. 1167. U. S. Dept.

of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 66 pp. 30c.

This report is designed to help young people who are interested in preparing for careers as social scientists. It gives an over-all picture of the basic social science professions as fields of employment. Nature of the work, training and education, employment trends, and earnings are discussed.

\*<sup>†</sup>**Sociology and Your Career.** (Florida State Univ., Tallahassee, Fla.) 1954. 8 pp. Free.

For the student interested in society and its problems, this leaflet describes the opportunities for careers in sociology. Various lines of work in the profession are discussed.

## SOCIAL WORK

**\*A Career in Community Work.** (Simmons College, 300 The Fenway, Boston 15, Mass.) 1954. 4 pp. Free.

This bulletin on professional occupations in the area of group leadership and intergroup relations states that this field is a rapidly expanding one. The Girls Scouts, the YWCA, and the Armed Forces are mentioned as organizations offering opportunities to the community worker. The bulletin describes the personal qualifications and educational preparation for this professional field and emphasizes the preparatory value of volunteer service work.

**\*Careers in Mental Health as a Psychiatric Social Worker.** Rev. ed. PHS Publication No. 28. U. S. Dept. of Health, Education and Welfare. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 14 pp. 10c.

Opportunities for work in the field of mental health are numerous and steadily increasing. This booklet gives information about how to prepare for a job as a psychiatric social worker and what may be expected in earnings for the work.

**\*Do You Want a Career Helping People?** (Council on Social Work Education, Inc.,

345 E. 46th St., New York 17.) 1954. 7 pp. Free. (Self-addressed stamped envelope.)

This leaflet tells about some of the duties of the social worker and the opportunities for a satisfying career in the field. How to prepare for a career in social work is outlined and sources of more information on the subject are listed.

**\*Find Your Career in Family Social Work.** (Personnel Service, Family Service Assn. of America, 192 Lexington Ave., New York 16.) 1954. 10 pp. Single copies, free. (Self-addressed stamped envelope.) Quantity prices.

This leaflet gives facts about family casework. It describes what a caseworker does, gives information about salaries and opportunities for advancement in the field, and outlines the professional training required.

**\*Graduate Professional Schools of Social Work.** (Council on Social Work Education, 345 E. 46th St., New York 17.) 1954. 7 pp. Free. (Self-addressed stamped envelope.)

This leaflet lists 59 accredited schools in the United States, Canada, Hawaii, and Puerto Rico where graduate professional education in social work may be obtained.

## TEACHING

**\*Secondary School Teacher.** Sarah Splaver. Occupational Abstract No. 175. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c.

Any student contemplating teaching as a life's work will find in this pamphlet a useful summary of the duties of the high school teacher. Additional practical information about preparing for the job of teaching in high school and the opportunities for advancement in such a job are given.

## TECHNICIANS, ENGINEERING

**\*Directory of Technical Institutes.** (Natl. Council of Technical Schools, Barr Bldg.

—17th St., N. W., Washington 6, D. C.) 1954. 4 pp. 3c (stamp).

Here is information for counselors, guidance directors, and others regarding training facilities for engineering technicians. Technical schools and their courses which have been approved by NCTS are listed.

## TELEGRAPH AND TELEPHONE OPERATING

\***Telephone Operator.** H. Alan Robinson. Occupational Abstract No. 174. (Personnel Services, Inc., Peapack, N. J.) 1954. 6 pp. 50c. Special to students, 25c. This pamphlet contains information that will be of value to anyone looking toward a job as telephone operator. Facts about requirements, future prospects, earnings, and opportunities for advancement in the field are discussed.

## TRADE AND SERVICE

\***Opportunity and a Future in the Dry-cleaning Industry.** (Natl. Institute of Cleaning and Dyeing, Silver Spring, Maryland.) 1954. 15 pp. 50c.

This booklet outlines the duties required for different jobs in the drycleaning industry. Helpful educational courses are suggested for anyone planning a future in the dry-cleaning business.

## OCCUPATIONS, GENERAL

†**Beginning Jobs for Young Workers.** (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 12 charts. \$1.00 per set.

These twelve illustrated wall charts give basic facts on 72 entry jobs for young workers. Suitable for use on a bulletin board, each chart is 17 x 22 inches and gives information about kinds of jobs open, opportunities of employment, duties on the job, and hiring requirements. Instructions are included with each set of charts.

\***Careers for English Majors.** L. Ruth Middlebrook. (New York University Press, Washington Sq., New York 3.) 1954. 27 pp. 25c. Quantity prices.

For those students planning to major in English, this booklet offers information on various careers that may be open to them. The author shows that careers for the English major divide into three basic areas. They are teaching, writing, and editing, with each area providing a dozen variations in occupational opportunities. Thirty-seven occupational opportunities are discussed.

\***Changes in Women's Occupations 1940-1950.** Women's Bureau Bulletin No. 253. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 104 pp. 35c.

Both in the text and in statistical tables, this booklet gives detailed information about the occupations of women in industry and shows evidence of women's occupational progress. From A to Z in the alphabet of occupations, women have registered gains in scores of jobs not usually considered "women's" work. The booklet should be a useful guide to help young women in the choice of a career.

**Chronicle Guidance Service.** (Chronicle Guidance Publications, Inc., Moravia, N. Y.) 1954. 277 pieces of occupational and guidance materials including 24 Occupational Briefs, \$30.00. Occupational Briefs, \$6.00. Single copies, 50c. Information and individual prices on other parts of Service on request.

These up-to-date career and guidance materials are made available monthly from September to April. The complete Service includes reprints from magazine articles, selected pieces of career pamphlets, occupational and career adjustment posters, career indexes, college posters, student aid bulletins containing scholarship announcements, and college entrance and cost charts as well as the Occupational Briefs. The Briefs are four-page pamphlets, each one describing a different job. The nature of the work, working conditions, hours and wages, opportunities, and personal and educational requirements are discussed. The titles of the 1954 Briefs include *Shoe Repairman, Bank Teller, Dietician, Physician, Taxi Driver, Musician,*

The material must be ordered direct from the issuing source.

*Veterinarian, Optometrist, Carpenter, Elevator Operator, Forester, Pharmacist, Office Machine Serviceman, Junior Executive, Recreation Director, Office Machine Operator, Lawyer, Buyer, Auto Body Repairman, Teacher, Paperhanger, Nurseryman, Usher, and Stenographer.*

**\*Job Guide for Young Workers.** 1954 ed. U. S. Dept. of Labor. (U. S. Govt. Print. Off., Washington 25, D. C.) 1954. 46 pp. 30c.

In a series of charts this guide supplies information about jobs for young people. Employment prospects, qualifications, duties, opportunities, how and where job is obtained, and characteristics of the job are the subjects covered for 70 different occupations.

**\*Occupational Information Monographs.** (The Guidance Centre, Ontario College of Education, Univ. of Toronto, 371 Bloor St., West, Toronto 5, Ontario, Canada.) 1954. 4 pp. each. 20c. 12c in Canada.

Each one of these monographs gives pertinent information on a specific job or profession. The history and importance of the work, conditions of employment, qualifications and preparation, opportunities for advancement, and remuneration are discussed in detail. While some of the information in the monographs applies to various jobs and professions as practiced in Canada, much of it is widely applicable and will also interest students in this country. The titles published or revised in 1954 include *Surveyor, Reporter, Railway Brakeman, Auctioneer, Telephone Technician, Bookkeeper, Aircraft Mechanic, Poultryman, Medical Laboratory Technologist, Buyer, Jeweler, Nursery-School Teacher, Stenographer, Chiropractor, Veterinarian, Nurse, Automobile Mechanic, Home Economist, Hairdresser, and Photographer.*

**Occupational Literature: An Annotated Bibliography.** Gertrude Forrester. (The H. W. Wilson Co., 950 University Ave., New York 52.) 1954. 467 pp. \$5.00.

This book offers the latest information on the requirements of all kinds of occupations

including unusual ones like lighthouse-keeper and herpetologist. Containing approximately 3,200 selected references, the main part of the book is an alphabetical list of occupations with descriptive notes on what has recently been published in the field. The material is broken down under headings such as: (1) Books and Pamphlets Describing More than One Occupation; (2) Charts, Posters, and Visual Aids; (3) Choosing a Career; and (4) Information about Colleges and Schools for Further Training. Of particular value to the counselor and librarian is a section on the best methods of indexing and filing occupational literature.

**†Occupational Orientation Charts.** Rev. ed. (B'nai B'rith Vocational Service Bureau, 1761 R St., N. W., Washington 9, D. C.) 1954. 12 charts and manual. \$2.00 per set.

These charts give young people aspiring to their first jobs a graphic picture of the world of work. Each chart covers a different occupational group and lists job definitions, number of workers, and lines of advancement. The charts are 19 x 25 inches and suitable for use on a classroom bulletin board. A six-page manual of instructions on the use of the charts is included.

**\*Rome Job Hunt.** Helen Lund Callaway. (Mademoiselle, 575 Madison Ave., New York 22.) 1954. 4 pp. 10c. Reprinted from *Mademoiselle*, October 1954.

This leaflet describes working conditions in modern Rome and describes job opportunities for Americans there. Valuable hints are given on how to look for a job in this foreign city.

**SRA Career Information Kit.** (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Over 450 Vocational Information Publications and 33 Guidance Publications. 171 File Folders. A complete Manual and Guide. A complete Index. A metal-reinforced cardboard File Drawer. \$115.00.

This new kit supplies a basic reference library of occupational information for teach-

ers and counselors. The 450 vocational publications have been gathered from the most reliable sources and cover job areas in which over 90 per cent of our labor force is employed. Data on the over-all job picture, job trends, specific career requirements, and employment opportunities is provided. The 33 guidance publications included will help students in finding jobs, choosing careers, and in solving other practical problems. All this material is filed and ready to use in an easy-to-use file drawer. It is arranged according to the *Dictionary of Occupational Titles* and cross-referenced and indexed. A complete manual and guide gives valuable suggestions on the most efficient use of the kit.

**SRA Occupational Briefs. Rev. ed.** (Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.) 1954. Packet of 10 including Job Facts Poster \$4.50. Occupational Brief Service (including 70 Briefs and 7 Job Facts Posters) \$28.25.

Each *Occupational Brief* is an easy-to-read four-page leaflet providing authoritative information on a job or job field. Available in packets of ten, the Briefs contain up-to-date information on job descriptions, training required, wages and salaries, and opportunities for advancement. They cover the occupations in which the majority of workers are engaged, as well as those in which young people are interested. The three packets published in 1954 cover the following occupations. Packet No. 1 includes professional and semi-professional occupations. The titles are *Chemical Engineers, Civil Engineers, Electrical Engineers, Mechanical Engineers, Teachers, Home Economists, Industrial Designers, Interior Decorators, Lawyers, and Librarians*. Packet No. 2 includes clerical occupations. The titles are *Bookkeepers and Cashiers, Bank Workers, Hotel Workers, Insurance Workers, Messengers and Porters, Office Clerks, Office Machine Operators, Postal Workers, Secretaries, Stenos, and Typists, and Telephone and Telegraph Workers*. Packet No. 3 includes skilled occupations. The titles are *Bakers, Brick and Stone Masons, Carpenters, Tailors and Dressmakers, Electricians, and Electrical Workers, Furriers, Instrument Workers, Telephone and Telegraph Linemen, Photoengravers and Lithographers, and Machinists*. Other packets will cover agriculture, fishery and forestry, protective service, semi-skilled work, and other professional and semi-professional occupations.

## Public-School Publicity

A Practical Guide for Teachers and Administrators  
By GUNNAR HORN

### 10 CHAPTERS ON WHERE TO FIND SCHOOL NEWS

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